



POSITION DESCRIPTION

Assistant Curator

Part-time position, Wednesday – Saturdays (30 hours a week)
– with occasional overseas and interstate travel
\$58,000 pro rata + 9% Superannuation
1 Year Contract

About 4A Centre for Contemporary Asian Art

4A Centre for Contemporary Asian Art is an initiative of the Asian Australian Artists' Association Inc., a non-profit organisation established in 1996 to present and promote the work of Asian and Asian-Australian artists, as well as to promote dialogue within the region. The exhibitions and activities of 4A have been recognised nationally and internationally throughout our ten years of operation. 4A has developed a unique model to look at Australia's cultural diversity as well as its relationship to Asia. We have presented the work of over 300 artists from all around the country as well as around the world, as well as traveling exhibitions of contemporary art to China, Japan, Hong Kong, Singapore, Thailand and Indonesia.

4A plays an important role in cultural development in Australia and internationally by locating contemporary Asian Australian art within a global context. This is achieved through exhibitions and accompanying public forums as well as national and international touring programs that not only focus on community development and audience participation but also explore the critical issues affecting the region today.

Purpose of the Job

To support the Director and work collaboratively within the curatorial team to develop and realise 4A's exhibition program and events.

Main Activities/Responsibilities

- Contribute to all aspects of the exhibition-making process, including research, curatorial development, administration, correspondence, stakeholder liaison, and maintenance of exhibition checklists and timelines;
- Coordinate aspects of production across 4A's artistic programs, including logistics related to art work delivery, install and returns; exhibition design and layout; preparation of the gallery; creation of exhibition handbooks; project briefs for Gallery Assistants; supervision of external contractors; and artists' travel requirements;
- Contribute to effective communication with collaborative exhibition partners;
- Maintain project budgets and reportage, and contribute to administration of expenditure in accordance with 4A's financial management;
- Liaise with the Marketing team to create exhibition marketing timelines and content, produce and assist with editing and production of press releases,

labels, room sheets, website content and other gallery information as well as the selection and captioning of images.

- Assist with administrative tasks at the direction of the Director. This includes: grant writing assistance, reporting, assisting with annual fundraising events, artist and stakeholder liaison, project development, event scheduling, production assistance and general administrative support that accompanies a small arts organisation.

Key Selection Criteria

- A tertiary degree (MA preferable) in a relevant subject or the ability to demonstrate the equivalent level of knowledge and critical thinking gained through experience.
- Demonstrated professional engagement in contemporary art practice and/or presentation or related cultural activities.
- Demonstrated ability to write clearly and concisely in targeted styles and tones: exhibition introductory essays, media content, artists' briefs, etc.
- Demonstrated ability to be proactive in a small team environment.
- Demonstrated experience in exhibition-making in a gallery or museum environment and the ability to manage an exhibition budget and contracts.
- Demonstrated artwork handling and installation skills and understanding.
- Keen attention to detail and impeccable time management skills.
- A sound knowledge of modern and contemporary art – in particular, contemporary Asian art – and an understanding of art historical and theoretical debates in the field.

Desirable Selection Criteria

- Demonstrated knowledge in audio-visual file formats, use of data projectors and other equipment in a gallery environment.
- Demonstrated ability to use SketchUp, the Adobe Suite, MailChimp and Eventbrite;
- A current Driver's License

You are –

- A highly motivated individual with a passion for the arts;
- Interested and engaged with the wider conversation around Asian-Australian engagement;
- Have well-developed interpersonal skills and the ability to develop and maintain effective working relations with a board range of people internally and externally;
- Keen to work in a small, dedicated team of art professionals;
- Passionate about communicating 4A's dynamic arts program to wider Sydney, national and international media.

4A welcomes and encourages applications from people with disability, the LGBTIQ+ communities, from Aboriginal and/or Torres Strait Islander people, and, people from culturally and linguistically diverse backgrounds for this role.