



ARTISTIC DIRECTOR/CHIEF EXECUTIVE OFFICER

4A CENTRE FOR CONTEMPORARY ASIAN ART

CANDIDATE INFORMATION KIT

2020

POSITION DESCRIPTION

Position Title: Artistic Director/Chief Executive Officer

Position type: 3-year full time contract, with an option for a further 3 years

Commencement date: January 2021 (possible handover days in December 2020)

Location: Sydney based

Salary package: \$85,000- \$95,600 (dependent on experience)

Applications: By email and closing Thursday November 19. Initial interviews will occur the week of November 30 via Zoom

ABOUT 4A CENTRE FOR CONTEMPORARY ASIAN ART

4A Centre for Contemporary Asian Art (4A) is an independent not-for-profit organisation based in Sydney, Australia. 4A fosters excellence and innovation in contemporary culture through the commissioning, presentation, documentation and research of contemporary art. Our program is presented throughout Australia and Asia, where we ensure that contemporary art plays a central role in understanding and developing the dynamic relationship between Australia and the wider Asian region.

4A's activities facilitate cultural dialogue between Australia and Asia in the belief that Asian cultural thinking significantly shapes the world today and will have an important impact on the future. In Australia we showcase stories, present a multiplicity of perspectives, and explore contemporary concerns and ideas that influence how we, as a nation, engage with Asia. We have a particular focus on art that addresses Asian-Australian experiences and the contributions that diverse Asian migration has made – and continues to make – in shaping Australia. 4A's focus in Asia is to promote the breadth of Australian artistic talent, seeking to build an image of Australia that is open, progressive and fundamentally connected with our Asian neighbours.

4A has been a leader in Asian contemporary art in Australia since 1996. In the decades since, we have established a highly respected reputation among artists, funders, patrons and audiences, and within an expanding network of international art institution peers. Our long history and ongoing work across Asia is recognised as having raised awareness of Asian-Australian art and culture and we continue to celebrate Australia's diverse cultural heritage and growing links throughout the wider Asian region.

ROLE OVERVIEW

4A Centre for Contemporary Asian Art is seeking an Artistic Director/CEO to lead this dynamic and vital organisation. This role plays an active and influential role within Australia's contemporary art sector and leads Australia's engagement with Asia through visual art. The Artistic Director/CEO of 4A will have a passion for and deep knowledge of contemporary Asian and Australian arts and culture. They will be an inspiring leader and an entrepreneurial thinker, with the ability to collaborate and to work independently. In this role they will provide the creative vision, strategic leadership, management expertise, and financial oversight and accountability for the organisation.

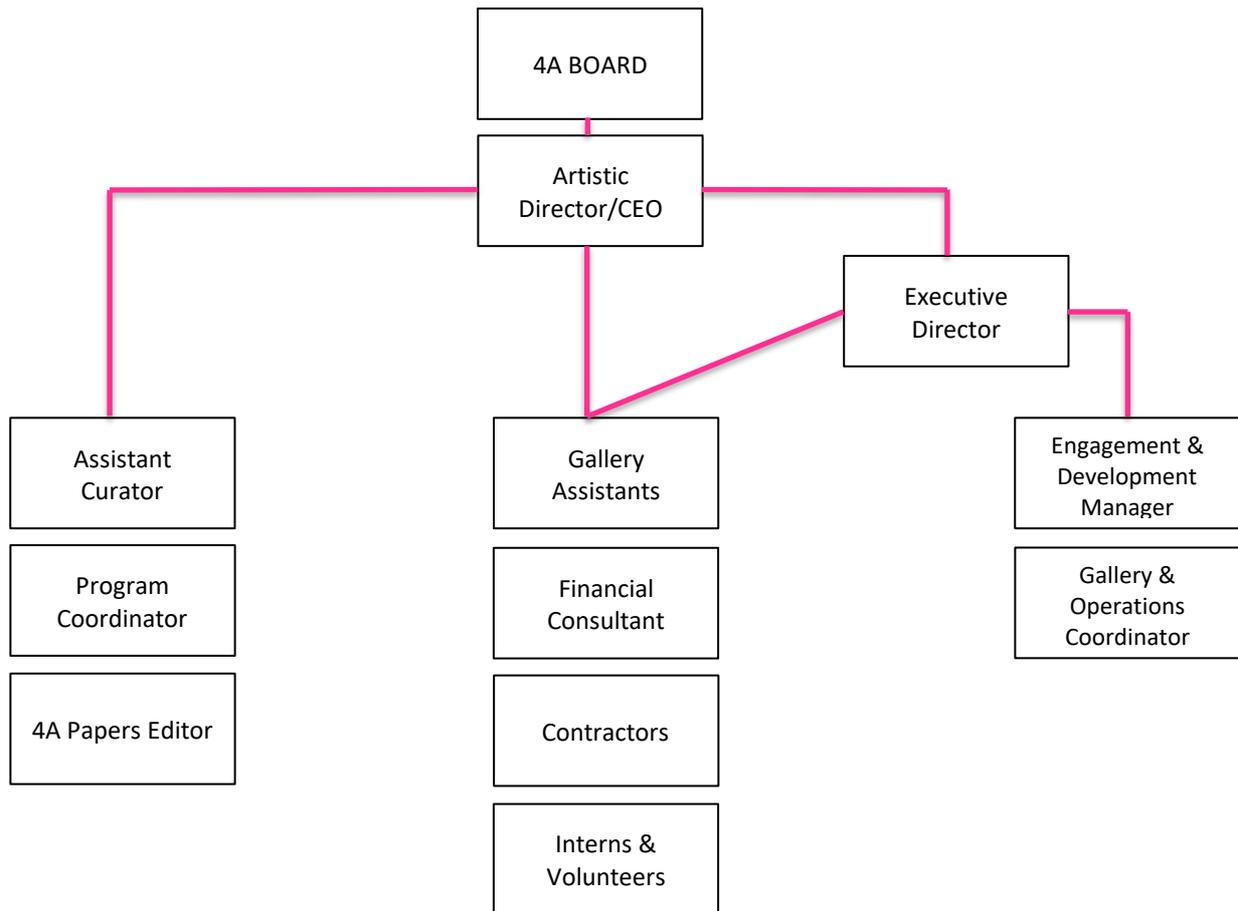
The Artistic Director/CEO, together with the Executive Director, comprise 4A's Executive Leadership team and report directly to the Board of the Asian Australian Artists Association (4A). Together, these two roles work in close collaboration, ensuring and protecting artistic integrity as well as developing long-term strategies to secure the organisation's sustainable future.

The Artistic Director/CEO will leverage 4A's historical leadership in Australia and continue to build its global networks to extend its impact both nationally and internationally. They have the responsibility to facilitate sustained meaningful public engagement and play an active and effective role in sector advocacy. They will have exemplary skills in stakeholder management and the ability to build community relationships locally, nationally, and internationally.

Together with the Executive Director, the Artistic Director/CEO oversees a small but dedicated team of professional staff. The Artistic Director/CEO plays an active role in supporting the professional development of the team, facilitating career advancement and exhibits exemplary collaborative leadership.

Critical to the Artistic Director/CEO's success is their ability to approach resource building with inventiveness and clarity of purpose, and through the capacity to fundraise effectively. The Artistic Director/CEO, together with the Executive Director, will work with the Board to increase and diversify financial support from individual donors, foundations, sponsors and government funders. As such they will have a confident and thorough approach to financial management and responsibility, and demonstrate an ability to manage budgets.

4A ORGANISATIONAL CHART



	Artistic Director/CEO	Executive Director
Reporting to	Asian Australian Artists Association (4A) Board	Artistic Director/CEO
Direct Reports	<ul style="list-style-type: none"> Assistant Curator Program Coordinator 4A Papers Editor 	<ul style="list-style-type: none"> Engagement and Development Manager Gallery and Operations Coordinator
Joint Supervision	<ul style="list-style-type: none"> Gallery Assistants Financial Consultant Contractors, on a case-by-case basis Interns and volunteers, on a case-by-case basis 	

KEY RESPONSIBILITIES

As part of the collaborative Executive Team the Artistic Director/CEO will devise and deliver 4A's strategic direction with the Executive Director, have input into audience engagement and development and lead the artistic programming. The CEO is responsible and accountable for the overall management, viability and sustainability of the organisation.

	Artistic Director/CEO
Artistic Program	<p>As Artistic Director/CEO</p> <ul style="list-style-type: none"> ● Research and develop a world-class program of exhibitions, public programs and projects that complement 4A's mission and strategic plan ● Manage and mentor the curatorial team and organisational curatorium that delivers the annual artistic program ● Supervise the production of all artistic projects ● Undertake research that informs the development and delivery of the artistic program ● Lead discussions of contemporary Asian art and culture in Australia ● Identify and develop presenting opportunities for 4A locally, nationally and internationally through strategic partnerships, collaborations and corporate consulting ● Direct and supervise the professional development opportunities delivered annually by 4A ● Maintain and develop networks locally, nationally and internationally to support and profile the work of 4A ● Manage and maintain 4A's archive of artistic work
Strategy and Finance	<p>With 4A's Executive Director:</p> <ul style="list-style-type: none"> ● Devise, implement and review 4A's Strategic Plan ● Develop and maintain an annual budget and project budgets in consultation with 4A's Treasurer ● Develop short and long-term financial goals in consultation with 4A's board. Ensure these goals are attainable and achieved. ● Review reports prepared by the Financial Consultant (including P+L, Balance Sheet and Cash Flow Forecasts) ● Prepare narrative responses to financial reports ahead of each board meeting and upon request ● Manage the development of the Annual Report
	<p>As Artistic Director/CEO:</p> <ul style="list-style-type: none"> ● Supervise the artistic budgets and ensure they are maintained

	<ul style="list-style-type: none"> ● Attend fortnightly meetings with the Executive Director and the Financial Consultant ● Maintain a clear understanding of 4A's financial position and retain responsibility and accountability for the organisation's financial health
Operations and Compliance	<p>With 4A's Executive Director:</p> <ul style="list-style-type: none"> ● In consultation with the Board, negotiate leases and licences associated with tenancies, and ensure that the Organisation remains compliant with all associated legal agreements ● Develop, review and negotiate contracts and ensure that contractual obligations are met ● Ensure that sustainable practices and procedures are developed throughout the organisation
	<p>As Artistic Director/CEO:</p> <ul style="list-style-type: none"> ● Manage and oversee all creative contracts ● Develop, enforce and update policies and procedures for the management of 4A's creative operations
Human Resources	<p>With 4A's Executive Director:</p> <ul style="list-style-type: none"> ● Actively develop a collaborative and collegiate workplace culture ● Support the professional development of all team members ● Actively mentor team members, contractors, interns and volunteers
	<p>As Artistic Director/CEO:</p> <ul style="list-style-type: none"> ● Lead mentorship of team members, contractors, interns and volunteers ● Manage the recruitment of all staff and the development of employment contracts ● Conduct annual performance reviews with direct reports and assist with other performance reviews as required. ● Manage staff remuneration in line with the annual budget
Development	<p>With 4A's Executive Director:</p> <ul style="list-style-type: none"> ● Manage the grant applications and acquittal process to funding bodies and foundations ● Foster and manage excellent working relationships with government agencies, City Councils, foundations and international bodies to develop support for 4A ● Identify, develop and retain private and commercial sector support for 4A ● Develop short and long-term fundraising goals and supervise their implementation and realisation ● Build new working relationships and enhance existing ones with respect to program, funding and cultural advocacy

	<p>As Artistic Director/CEO:</p> <ul style="list-style-type: none"> ● Represent, present and advocate for 4A’s artistic program with all stakeholders ● Manage the development of the artistic component of all funding, development and donor presentations and applications ● Identify and develop collaborative industry partnerships that will benefit 4A’s artistic program, inclusive of annual symposia tertiary partners, presenting partners and touring partners
Advocacy and Engagement	<p>With 4A’s Executive Director:</p> <ul style="list-style-type: none"> ● Ensure that 4A is perceived as an expert in the field of contemporary Asian art and contemporary Australian art ● Ensure that 4A remains an accessible organisation that supports all types of community engagement ● Maintain excellent relationships with other arts organisations nationally and internationally to ensure 4A’s continued leadership in the field ● Develop and maintain relationships with all stakeholders including government funding agencies; all tiers of government; donors and foundations, corporate partners and the media ● Work collaboratively with the wider arts sector and develop networks and relationships with stakeholders locally, nationally and internationally ● Develop and implement audience engagement strategies to support positive visitation experiences for both new and returning visitors ● Oversee and edit all communications materials to ensure consistency, quality and clarity of corporate messages and branding ● Participate in industry panels, meetings and committees
	<p>As Artistic Director/CEO:</p> <ul style="list-style-type: none"> ● Develop a visible and active public presence to support 4A’s profile both nationally and internationally ● Act as a cultural commentator, writing, presenting and speaking on behalf of 4A and in support of 4A’s overarching mission. ● Support the wider Australian cultural industry through curatorial and strategic advice ● Contribute to the development and delivery of 4A’s strategic marketing plan ● Contribute to communications and publicity strategies, including preparation of media releases and other copy relating to exhibitions and related events
Board	<p>With 4A’s Executive Director:</p> <ul style="list-style-type: none"> ● Attend Board meetings on a regular basis ● Work with the Board and relevant subcommittees to achieve 4A’s

	<p>strategic goals</p> <ul style="list-style-type: none"> ● Prepare briefing notes for Board Members involved in meetings with funding agencies, donors, external relations and other supporters
	<p>As Artistic Director/CEO:</p> <ul style="list-style-type: none"> ● Keep the Board informed and across the artistic and operational workings of 4A and keep them up-to-date with wider arts sector challenges and opportunities ● Prepare briefing papers for the Board outlining key issues, challenges and opportunities

CANDIDATE PROFILE

The new Artistic Director/CEO of 4A Centre for Contemporary Asian Art will have a passion for contemporary Asian art, deep knowledge of the sector and established links within that context. They will be curious about a wide range of Asian art and able to translate their knowledge of it into a program that leads Australian understanding of this field.

They will also understand the vital role that 4A plays within the local, national and international context, and the position that 4A's programs play in inspiring conversation and debate about Australia's relationship with Asia.

Although not required, proficiency or fluency in an Asian language would enhance this person's ability to communicate across diverse audiences and be effective in the role.

SELECTION CRITERIA

The ideal candidate will illustrate ability and/or expertise in the following areas:

- 1. Understanding and passion for contemporary Asian art** – The candidate will have demonstrated knowledge of the key national and global conversations and debates surrounding contemporary art from the Asian region. They will have established networks with its artists, organisations and leaders, and the ability to continue 4A's existing relationships in the region.
- 2. Independence and vision** – The candidate will have the ability to use their initiative and drive to lead the organisation. They will be an entrepreneurial and creative thinker capable of steering 4A's expansive and multifaceted artistic programming.
- 3. Advocacy** – The candidate will be a strong communicator with an ability to engage with a variety of stakeholders, including artists, funding bodies, foreign agencies, and corporate and private donors. They will be able to articulate and advocate publicly for 4A and the communities it represents through presentations and publications and they will have the confidence to work with media outlets.
- 4. Curatorial expertise and leadership** – They will be a recognised leader in the field of contemporary art curatorship and will have the aspiration to develop and deliver an artistic program which will continue to lead the discussion of Asian art and culture in Australia. It is expected that they will have held a leadership position in a contemporary art organisation, have ideally 5 years' experience in devising, producing and delivering contemporary art projects, and possess tertiary qualifications in a relevant field, and/or publication record.

5. Collaborative partnership development – The candidate will have the capacity to develop partnerships and relationships that fulfill the organisation’s mission and further develop 4A’s influence nationally and internationally.

6. Management – They will have experience in strategic planning, financial and project management and will be confident with the management of human and physical resources that support the sustainability of a small business in tandem with the realisation of an artistic program. They will actively develop a collaborative, collegiate and egalitarian workplace culture.

HOW TO APPLY

If you have any questions about developing your application or questions about the role please contact: board@4a.com.au

Application: A single PDF that includes:

- Cover letter – outlining your interest in and suitability for the role
- Current CV, including two referees and their contact details
- Examples of published writings
- Response to the selection criteria (up to 2 pages)

Date: Thursday 19 November 2020, 5pm

Submission: board@4a.com.au