



**Position Title:** Hermannsburg Potters Art Centre Manager  
**Reporting to:** Hermannsburg Potters Board of Directors  
**Salary and Contract:** \$65,000 - \$75,000 cash component and a 12-month contract (renewable)  
**Location:** Ntaria (Hermannsburg) community

#### **About Hermannsburg Potters and Ntaria Community**

The Western Aranda community of Ntaria (Hermannsburg) is based at the remote foothills of the stunning Western MacDonnell ranges, 130 kilometres west of Alice Springs, Central Australia. The township itself is the home of approximately 700 people, and the hub for 37 regional outstations, or 'homelands.'

The Hermannsburg Potters began in 1990 from an initial 18-week training course held at the outstations/homelands surrounding Ntaria, led by ceramic tutor Naomi Sharp. Following financially successful exhibitions, the training program was then extended for a further two years. In 1992, the then ATSIC approved Aboriginal enterprise development funding, and the artists decided to incorporate, and acquired a small building attached to the Ntaria School, from where they still operate.

The Hermannsburg Potters have developed into a renowned brand and have works held in public and private collections, both nationally and internationally. In this time, their art practice has expanded to include mosaic, ceramic relief murals, acrylic landscape paintings, sgraffito pottery and slab-built sculpture. Despite this diversity they continue to remain recognised for their niche product: terracotta sculptured pottery, decorated with pictorial under glazing, which tell stories of their country and culture.

The Hermannsburg Potters push the boundaries of their imagination and skill through their iconic and vibrant practice. Their pottery is not utilitarian but is viewed as a vehicle for self-expression to depict family life, ancestor totems and post-contact influences. Their closely observed pots exhibit an intriguing sense of humour, an element of gentleness and the sure knowledge and pride for the Western Aranda place in the world.

To succeed in this position, the successful applicant must evidence the ability to work in a cross-cultural environment. Previous experience in a similar role will be highly regarded. The salary package is \$65,000 - \$75,000 per annum (cash component). In addition, other competitive allowance and entitlements are also offered and will be discussed at the interview.

Desart is the non-profit peak industry body for over forty Central Australian Aboriginal Art Centres and the Hermannsburg Potters Board of Directors has engaged Desart assist them in the recruitment of their new Art Centre Manager. The job package along with the position description can be obtained from [www.desart.com.au](http://www.desart.com.au) or by email [hr@desart.com.au](mailto:hr@desart.com.au).

#### **Applications**

All applications must include a cover letter, current CV, and letter addressing the selection criteria  
Please email applications to [hr@desart.com.au](mailto:hr@desart.com.au) by **5:00pm CST on Friday 13th March 2020**

## **RECRUITMENT, SELECTION AND APPOINTMENT STANDARDS**

As an equal opportunity employer, it is Desart's intention to appoint the most suitable person to a vacant position. To achieve this the recruitment, selection and appointment process is based on the following standards.

- To advertise the job as widely as possible
- The applicant's skills, knowledge and abilities are relevant to the job, are fairly assessed.
- Selection methods and their application are free from bias, patronage and nepotism.
- Appropriate confidentiality is observed.

### OUTCOME: THE BEST AVAILABLE PEOPLE ARE APPOINTED

#### **INFORMATION FOR APPLICANTS**

This documentation provides information to assist you in preparing your written application and to plan for the selection interview. Selection process involves a written application, an interview and reference checks. The successful applicant will also have a national (Federal) police clearance certificate.

It is compulsory to address the selection criteria and please only apply if you meet the essential requirements for this position. Your application should comprise of the following documents.

- 1. Covering Letter** – A summary of your background and suitability for the position should be addressed in the covering letter, without over emphasising or going into too much detail.
- 2. Resume** (Curriculum Vitae) which comprises of:
  - A summary of your employment history starting with the most recent. Please include dates, name of employer, position title and a brief description of your role.
  - Include any training courses you have done in the last two to three years
  - Any activities outside of work which are relevant to the position you are applying for
- 3. Referees**
  - Please provide names and contact details of two work related referees
  - Please describe the nature of working relationship with referee and all referees should be contacted for approval before nominating them.
- 4. Selection criteria responses**
  - Please respond directly to each of the selection criteria

#### **The interview**

All interview questions will be work related – that is they will relate to the selection criteria for the position you have applied for. The same questions will be asked for every interviewee. Please answer the questions fully without unnecessary details and where possible, relate your answers to direct experiences you have had. Feel free to ask questions to the panel.



## **Position Description – Art Centre Manager**

### **YOUR DUTIES AND RESPONSIBILITIES**

Your duties and responsibilities are set out below. The Organisation may vary these duties and responsibilities at any time.

#### **DUTIES**

##### **General**

The role of the Art Centre Manager at Hermannsburg Potters is the management of the Art Centre including arts and artist support, administration, financial management, servicing an Aboriginal governing body, marketing, sales, promotion, funding, supporting cultural maintenance and project support as instructed by the Hermannsburg Potters board of Directors. The Manager also supervises and works with part-time Aboriginal Arts worker and support staff.

##### **Financial Management and Administration**

- Maintain best practice administrative procedures required in the day to day operation of the Art Centre including correspondence, business documentation, stock control, retail and wholesale sales, reporting, financial management and contract management.
- Financial management of all aspects of the Art Centre's business activities including banking, bookkeeping, working closely with the Art Centre accountant and auditor and reporting to the Board of Directors.
- Prepare submissions for funding and acquit funding.
- Maintain equipment, vehicle, buildings and facilities ensuring that they are in line with OH&S standards.
- Recruit, employ and manage staff; employ consultants as appropriate; coordinate volunteers.
- Maintain accurate records of the Art Centre's membership.

##### **Sales and Marketing Activities**

- Maintain and implement pricing, marketing and sales strategy.
- Develop new and cultivate existing relationships with Aboriginal art industry professionals and institutions.
- Market and promote Hermannsburg Potters locally, nationally and internationally through appropriate exhibitions, projects, prizes and advocacy activities
- Manage day-to-day operations of the Art Centre's retail outlet.
- Seek out and develop new outlets/markets
- Maintaining database of customers, suppliers, media, industry and publicity contacts

##### **Artistic and professional development**

- Manage and maintain an art studio and art supplies.
- Facilitate the production of artworks.
- Provide critical feedback as required and support the development of quality art production.

- Catalogue and document completed artworks, using Stories, Art, Money (SAM) software, and document artists' biographical details.
- Organise professional development opportunities for artists and staff
- Organise bush trips for the production of artworks in country as appropriate
- Respect and encourage maintenance of Indigenous language, culture and tradition

#### **Strategic and Operational Management and Governance**

- Undertake strategic planning to realise the vision of the enterprise's activities
- Implement the projects and programs as outlined in Hermannsburg Potters' business and plan.
- Encourage Aboriginal employment whenever possible, including the support, training and mentoring of Aboriginal staff.
- Recognise and respect existing traditional law and leadership frameworks as they impact on the governance of the Art Centre.
- Instigate regular, properly constituted meetings of the members and the Board of Directors.
- Adhere to the principles of good governance applicable to an Aboriginal Corporation.
- Maintain a cooperative, flexible and harmonious relationship with members, the community, its Council and other local organisations, as well as with external organisations and stakeholders
- Assist the Board of Directors to ensure the Organisation meets all legislative obligations and responsibilities

## **SELECTION CRITERIA**

Please address all of the selection criteria in your application.

*Applications that do not address this selection criterion will not be considered.*

### **Essential**

1. Tertiary qualifications or equivalent work experience in an arts or related industry
2. Ability to critically assess art and recognise artistic talent
3. Experience in facilitating studio support
4. Proven organisational, leadership and management skills, including financial management skills and experience successfully seek funding and fulfil acquittal obligations
5. Arts marketing skills and experience in exhibition coordination
6. Proficient IT skills, and proven administrative, written and oral communication skills
7. Demonstrated capacity to administer an organisation under the CATSI Act/ORIC guidelines
8. Demonstrated digital photography and photo management skills
9. Driver's license, experience in remote area travel and the ability to travel widely in support of Hermmansburg Potters activities
10. Capacity to live and work in a remote location
11. Current Police Check / Clearance and NT Ochre Card (Working with children)

### **Highly Desirable**

12. Demonstrated understanding of ceramic and/or water colour techniques
13. Experience working with, and reporting to, Aboriginal people and the ability to work in an inter-cultural setting

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