**ABT Coordinator**

**Position Description**

**AWARD CLASSIFACTION: Labour Market Industry Award, Level 4**

**SALARY BAND: $55,000-$60,000**

**EMPLYMENT STATUS:** **Full Time**

**DEPARTMENT:**   **Aboriginal Bush Traders**

**REPORTS TO: ABT Manager**

**SUPERVISES: NIL**

**LOCATION: ABT Darwin CBD**

**OUR VISION:** Improving lives and transforming Aboriginal communities through tailored advocacy for and development of employment services, enterprise/ economic development and business solutions.

**OUR VALUES:** Commitment, Integrity, Collaboration, Courage and Respect

**POSITION OVERVIEW AND REQUIRMENTS:**

The ABT Coordinator supports the ABT Manager in the delivery of daily operations of the Aboriginal Bush Traders Gallery and Cafe. The position is responsible for ensuring the success of quality and well attended gallery exhibitions and general retail sales. The ABT Coordinator will be highly organised and have exceptional communication skills.

**This position requires you to;**

* Have or the ability to obtain a Drivers Licence
* Have or the ability to obtain a National Police Clearance
* Have or the ability to obtain a Working with Children card

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| **Area**  | **Indicators** |
| **Retail Management** | * Manage the day to day operation of the ABT Gallery, and where necessary, the ABT Cafe, including staff, staff rosters, general administration, banking, opening and closing procedures;
* Maintain the ABT unique product mix, source stock, purchase goods;
* Constantly monitor and improve the retail departments layout and visual merchandising to appeal to customers and generate sales;
* Manage staff and facilities to ensure store is clean tidy and exceptionally presented;
* Maintain stock control mechanisms and point of sale system. Manage all relevant updates to point of sale including the timely entry of new stock, pricing and accuracy of the data;
* Implement retail policy and procedure to support productivity and safe work practices;
* Undertake financial duties such as end of day procedures, banking and maintaining financial records;
* Support the ABT Manager in all ABT operations including general management oversight during times of annual and extended leave;
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| **Business Administration** | * Undertake all relevant administrative duties to ensure the smooth running of business;
* Provide timely reports on business and sales targets;
* Process and submit invoices to finance in accordance with company guidelines, budget and financial delegations;
* Develop rosters, managing staffing to ensure profitability within budget.
* Manage and respond to incoming enquiries from customers and contactors, including providing quotes for products and services;
* Liaise with Museums and Art Galleries NT, contractors and other stakeholders to ensure maintenance, security and general upkeep of facilities is maintained
* Keep and maintain records.
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| **Customer Service and Sales** | * Drive sales and achieve financial targets against budget; manage staff to exceed financial targets;
* Supervise the retail store and increase sales using new and established sales techniques;
* Provide exceptional customer experiences which represent our brand, values and purpose;
* Manage the retail team to deliver exceptional customer service and experiences;
* Be knowledgeable about our products, Aboriginal art and their provenance and culture and the history of Lyon’s cottage.
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| **Area**  | **Indicators** |
| **Lead and Mange Staff**  | * Inspire and lead staff and Foster a positive working environment;
* Train new staff and monitor staff performance where appropriate;
* Provide training and mentoring to trainees, junior staff and Indigenous job seekers;
* Communicate changes, issues, targets and good news with staff;
* Maintain confidentiality of staff;
* Maintain a culturally appropriate working environment for staff.
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| **Business Development and Arts Engagement** | * Work with artists, art centres, small business and micro-enterprise to bring new product to market;
* Passionately promote Aboriginal Art and Culture from the Northern Territory;
* Increase revenue through new and established business channels including corporate gifts, online retailing, and events;
* Increase brand awareness through social media channels in accordance with Ironbark’s social media policy;
* Develop, promote and deliver quarterly arts exhibitions at Lyons Cottage, ensuring exhibitions are well attended and value for money;
* Develop and coordinate small projects and workshops as required;
* Prepare grant submissions to fund exhibitions and projects;
* Find solutions to problems and encourage the continuous improvement to business.
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| **Values, Behaviour & Cultural Diversity** | * Participate in training and educational activities to support the continual development of a diverse workplace;
* Support the organisation in increasing cultural awareness and the breaking down of cultural barriers and display an appreciation of cultural sensitivity and difference;
* As part of the wider team, attend and support workplace cultural activities that may occur, such as NAIDOC week, Harmony Day and Reconciliation Action Week.
* An ability and willingness to behave and work in accordance with Ironbark values.
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| **Risk Management** | * Comply with Ironbark Aboriginal Corporations risk management policy & procedure.
* Conform to the duty of care requirements ensuring their own safety and that of others through the prevention of any adverse acts or omissions;
* Comply with the safety procedures and directions agreed between management and employees with nominated or elected safety representatives;
* Report all potential hazards and accidents/ incidents to their supervisor/ manager.
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**Key Selection Criteria – Essential**

1. Industry knowledge and understanding of Indigenous art, specifically within the NT;
2. Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and of issues affecting Aboriginal and Torres Strait Islander people in contemporary Australian society;
3. Experience in events and exhibition coordination;
4. Exceptional organisation and communication skills and the ability to work well in a team environment;
5. Experience in retail sales with a demonstrated ability to meet and exceed financial targets;

**Key Selection Criteria- Highly Desirable**

1. Experience in or understanding of community/not-for profit organisation’s;
2. Qualifications within the Arts or Art History or Business Administration;
3. An understanding of POS processes such as cash handling and stock management and pricing;

**Employee Acknowledgement & Agreement**

I acknowledge and agree that I have read, understood and accept the above position description of ABT Coordinator as part of the terms and conditions of my employment with Ironbark Aboriginal Corporation.

I further understand that the position description if designed to provide a general understanding of the role and may encompass additional responsibilities within my experience in order to meet the organisations objectives.

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**Printed Name Signature Date**

Shaun Pearce ­ 15 May 2020

**Chief Executive Officer Signature Date**

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