**INFORMATION PACK – CHIEF EXECUTIVE OFFICER**

**February 2021**

**INJALAK ARTS – KUNWINJKU COUNTRY**

Position Title: Chief Executive Officer

Reporting to: Board of Directors

Direct reports: 10 staff plus seasonal and regular casuals, as well as program participants

Salary: $110,000 – 130,000 plus superannuation, accommodation, allowances and above award conditions

Location: Gunbalanya community, West Arnhem Land, NT

(with local and some regional travel)

Travel: You may be required to travel to regional and interstate industry events

**About the role**

This exciting role of Chief Executive Officer presents a rare opportunity to lead one of Australia’s largest, most prolific and respected indigenous Art Centres. The primary purpose of this role is to support the strategic vision of the Board of Directors, fostering excellence in governance and financial management and ensuring the sustainability of the organisation. This is a complex role, requiring a combination of indigenous arts management expertise, cross-cultural communication skills and high-level business skills; as well as tourism, marketing and retail knowledge.

Having successfully navigated the challenges of the COVID-19 pandemic, the art centre has taken the opportunity to consolidate its position and develop a new strategic plan. The art centre has returned to standard operations and is poised for a new CEO to take the organisation to new heights.

Key goals for the organisation moving forward include:

* Preparing for the return of the tourist trade; as well as being prepared in the event that this return is delayed
* Continuing to grow online sales (which doubled between March and August 2020 and have scope to double again)
* Arts career development for the artists and focusing on improving quality
* Commissioning the new screenprinting facility, thereby increasing employment in the local area; and identifying appropriate plans for other areas of the new building
* Grant-funded projects, including a conservation management plan for Injalak Hill and establishing an archive
* Leadership and training for the staff team

The Injalak Arts Board was reappointed following a period of special administration in 2019 and includes very experienced members and relatively new members. They have well developed governance skills and have been able to respond quickly with appropriate decisions during the challenges of Covid-19. The CEO will continue to work with the Board to develop their capabilities and implement their vision.

This position oversees 10 permanent staff and seasonal casuals, NDIS and CDP participants, as well as supporting the artist membership comprising over 300 artists across Gunbalanya and outstation communities.

Core staff:

* Operations Manager
* Marketing & Sales Officer
* Studio Coordinator
* Media & Culture Officer
* Studio Assistant
* Two Co-Managers (indigenous identified)
* Cultural Officer (indigenous identified)
* Retail Assistant (indigenous identified)
* Maintenance & Gallery support (indigenous identified)

**About the art centre**

Injalak Arts & Craft Aboriginal Corporation is celebrating 31 years as an established art centre run by an indigenous Board of Directors. This work continues at the foot of Injalak Hill, which holds some of the most significant rock art in the world and continues an art making tradition which is over 65,000 years old. Injalak’s artists create paintings on paper and bark, carvings, weavings, textile design and screen-printing, multimedia projects and much more. The art centre offers important opportunities for the people of Gunbalanya and surrounding homelands not only in terms of employment and other economic development, but social, cultural, health and wellbeing. The art centre is internationally renowned for its representation of Kunwinjku traditions.

Key operations of the art centre:

* Artwork production, artist career management and exhibition
* Tourism
* Online and retail sales
* Screen-printed textiles
* Licensing
* Merchandise
* Archive development & community access
* Special projects

**About you**

This is a role for a senior arts management professional who brings demonstrated experience working with indigenous contemporary artists and supporting their participation in the remote business economy.

The CEO will possess the experience and skills to manage a complex $2.5million business, with strong connections and networks within the art world. Prior experience working with remote communities and Aboriginal artists would be beneficial; and you will have excellent communication and listening skills and be ready to work cross-culturally and learn from those around you.

**About the Benefits**

The package and conditions for this role are excellent, combining lifestyle benefits in a beautiful location with interesting and challenging work, within 4 hours drive of Darwin.  A three bedroom house and schooling to Grade 12 makes this a great environment for singles, couples and families.

**To apply**

Please **download the Application Pack**, then apply via the relevant jobs site or e-mail your application to: [jobs@mobct.com.au](mailto:jobs@mobct.com.au?subject=Chief%20Executive%20Officer%20application%20via%20EthicalJobs), using the subject line: **Injalak CEO.**

Your application should include:

* **A cover letter** highlighting what you can bring to this role (maximum 2 pages)
* **Your current CV**

*(Note there is no requirement to respond to selection criteria at this stage of the recruiting process; and initial interviews will be conducted via video conference).*

**Applications will be reviewed as they are received, and close: Sunday 28 February 2021.**

**Enquiries:** Kate Horsey Matrix Consulting and Training

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**Chief Executive Officer Duties and Responsibilities:**

**Leadership and Relationship Management**

* Recognise and respect existing Traditional Law and leadership frameworks.
* Adhere to Injalak Arts’ Code of Conduct, the Indigenous Commercial Code of Conduct and the community’s cultural protocols
* Lead the staff team and work side by side with the Board to achieve the vision of the Board and members
* Work with Board and members to action the Strategic Plan
* Continue to stabilise the operations and staff team of Injalak Arts and maintain a positive workplace culture
* Pro-actively manage relationships with key stakeholders including the members, industry bodies, contractors, funding bodies, tourism operators, media and other Gunbalanya corporations and agencies

**Governance support**

* Work side by side with the Injalak Arts Board to strengthen governance practices. Recognise and respect existing traditional law and leadership frameworks as they impact on the governance of the Art Centre
* Assist or seek assistance in the integration of existing leadership and decision-making protocols and the CATSI Act requirements of the corporation

**Financial Management**

* Provide financial oversight of Injalak Arts including budgeting, forecasting, and operational administration and stocktaking
* Oversee and instruct external bookkeepers and auditor
* Develop and implement strategies to increase revenue in existing streams and investigate and implement new streams
* Manage funding applications whilst working in partnership with key government and non-government organisations to obtain funding, resource development or any other assistance as required

**Artistic Leadership and Quality Management**

* Support artists to continue to develop and experiment as professional artists;
* Establish internal management systems which ensure the quality of all artwork which is produced and sold to market both in person and on-line
* Respect and encourage maintenance of Kunwinjku language, culture and tradition
* Develop Bininj capacity by fostering a supportive learning environment
* Ensure staff support the access and participation of outstation-based artists

**Human resource management**

* Create and foster a workplace which encourages, welcomes and supports Indigenous employment and participation in the Art Centre
* Ensure all art centre staff and artists work in a safe and efficient manner, in line with occupational work health and safety regulations and are familiar with and follow policies and procedures of the art centre
* Ensure all staff are supported and have the tools and skills they need to do their jobs:
  + Provide appropriate supervision and transparent performance management program
  + Ensure a cohesive team approach
  + Coordinate staff training and mentoring programs
  + Ensure all relevant staff are trained in the use of SAM database

**Sales & Promotion**

* Oversee strategies to protect and grow the profile and brand of Injalak
* Work with staff to ensure continued growth of sales and lead effective marketing both locally and internationally through smart and tactical promotions and partnerships

Other duties as may be directed by the Board of Directors from time to time.

**SELECTION CRITERIA**:

**Essential**

1. Knowledge of the Aboriginal art industry and the ability to deliver well-managed arts and cultural projects exhibitions, both locally, nationally and internationally.
2. Strong financial management and budgeting skills and an ability to explain the financials to members in plain English.
3. Demonstrated understanding of the arts funding landscape including the ability to prepare successful funding applications, manage budgets, and fulfil acquittal obligations.
4. Demonstrated experience managing and supporting staff and establishing a positive and motivational workplace culture.
5. Demonstrated retail business management experience. Experience in fast moving consumer goods and/ or hospitality/ tourism an advantage, but not essential.
6. Ability to work in a small team and to perform in a complex, challenging environment.
7. Experience reporting to and supporting an Aboriginal Board of Directors.
8. Tertiary qualifications and/or 5 years equivalent work experience in the arts or related industry
9. A current driver’s license, capability in remote area travel (4WD, Manual), ability to travel for extended periods

**Desirable**

1. Previous experience in indigenous art centre management
2. Experience in community development and/or working in an inter-cultural context
3. A current Ochre Card

The successful will be required to obtain a National Police clearance and Working with Children clearance – (on acceptance of position, and conditional to contract offer).

**SALARY PACKAGE**

1. **Award**

Employment conditions in accordance with Amusement, Events and Recreation Award 2010. A renewable contract is offered.

1. **Salary**

The salary plus allowances depending upon qualifications and experience relevant to the position.

1. **Hours**

Hours of work Standard ordinary hours are 7.6 hours a day based on 38 hours per week. However, there is the requirement to work for some out of hours work. Details will be discussed with you at the interview.

1. **Annual leave**

Annual leave provided will be six weeks per annum on completion of 12 months service and accrued pro-rata.

1. **Relocation assistance**

A relocation allowance of up to $1,000, with 50% being paid after six months service and 50% paid after 12 months service.

1. **Long service leave**

Long service leave will be paid in accordance with the Long Service Leave Act 1987

1. **Vehicle & Driver’s License**

A current NT (Class C Manual) Driver’s license is an essential requirement. Injalak has a vehicle to support a wide range of activities and outreach. This vehicle is available for limited personal use; such use includes reasonable travel to/from Darwin.

1. **Superannuation**

Injalak Arts makes superannuation contributions of 9.50% as per legislative requirements. These contributions can be paid into your nominated super account

1. **Accommodation**

Subsidised accommodation is provided and will be discussed at interview. (Three bedroom house)

1. **Other benefits and services**

Professional development is encouraged and promoted by providing staff training as necessary and attendance at seminars/conference is also supported.

1. **Conditions specific to Injalak Arts:**

* Staff must abide by the relevant section/s of the Indigenous Australian Aboriginal Art Code.
* Staff must follow the policy for the purchase of artworks as detailed in the Injalak Arts Policy and Procedure manual.
* Recognise that Injalak Arts operates within a limited budget, whose primary purpose is the delivery of quality arts enterprise services to Bininj to adapt management and operational decisions accordingly.

1. **Probation and performance reviews:**

This position is subject to probation. A probationary period of 6 months service will need to be completed. A performance review will be held at the end of the probationary period by the Board of Directors and continuing employment confirmed subject to satisfactory performance.

Should you not perform your duties to the satisfaction of the Board, the Board may at their discretion extend the period for a further three months or terminate this contract of employment by giving you relevant written notice or paying you in lieu of the notice period.

An annual performance review will also be conducted by the Board.

**About Gunbalunya**

Also known as Oenpelli, Gunbalanya is a remote town situated about 60km north east of Jabiru, across the East Alligator River in Arnhem Land. Gunbalanya has a population of around 1,200 and the main language spoken is Kunwinjku. The area around Gunbalanya is known as Stone Country, a name inspired by the spectacular Arnhem Land escarpment and rock formations that emerge from the floodplains surrounding the town.

The town has an arts centre, supermarket, health clinic, butcher, service station and licensed community sports club. Gunbalanya Community School provides schooling from preschool to Year 12. Recreation options include a 25-metre swimming pool, fishing, boating, hiking, arts and craft, sports ovals, youth centre and basketball facilities.

The main road link out of Gunbalanya to the Arnhem Highway is often closed during the wet season, when the East Alligator River becomes impassable. The town is, however, serviced by a tarmac airstrip. It is about 4 hours drive from Darwin (4WD required)

Year-round via air charter from Jabiru Airport.  
Dry season (May-Sept): Road access.  
Wet season (Oct-Apr): The river crossing at Cahill’s Crossing, East Alligator River, is usually impassable.

For more background, an overview of the town and its facilities (prepared by another organisation) can be found at <https://www.rahc.com.au/sites/default/files/pictures/RAHCMF20%20Community%20Profile_OENPELLI.pdf>