



WARALUNGKU ARTS CENTRE MANAGER

INFORMATION PACK

Mabunji Aboriginal Resource Indigenous Corporation

Background

Waralungku Arts is an Aboriginal owned and controlled Arts Centre located in the town of Borroloola in the Northern Territory. Waralungku Arts represents artists from the Yanyuwa, Garwa, Gudanji and Marra peoples. Their country includes the town of Borroloola and surrounding outstations.

Waralungku Arts is an enterprise of Mabunji Aboriginal Resource Indigenous Corporation (Mabunji) which was formed in 1982 by Aboriginal people who wanted to live on traditional homelands. Mabunji continues to provide staff, facilities and services to Waralungku Arts to support its operations.

Since opening in 2003, Waralungku Arts has had a strong focus on community cultural development and now supports artists in visual arts and crafts and also dance music, language and new media.

The Art Centre Manager is the primary position at an operational and management level and requires an applicant who is highly motivated, has business management skills, together with a highly developed sense of aesthetics and demonstrated experience in arts and cultural development. Respect and understanding of cross-cultural environments and a commitment to living and working on an Aboriginal community are essential, as are values grounded in community development.

Applicants who have had experience in a similar role will be highly regarded. The art centre is using the SAM database, experience with SAM would be highly favourable.

The Art Centre is geographically separate from the Mabunji Main office, but the Manager and Art Centre team are part of Mabunji and are therefore supported by the CEO, HR Officer and Finance Officer and the Mabunji Board.

About Borroloola

Borroloola is located on the eastern coast of the Northern Territory on the Gulf of Carpentaria. Situated on the banks of the McArthur River, Borroloola is 670 kilometres east south east of Katherine. 871 People reside in Borroloola with a median age of 26 years old (2016 census).

The rivers of this region have carved spectacular gorges through sandstone deposits in their upper reaches. The rivers and coastal areas are host to barramundi, earning Borroloola a reputation among sports fisherman, and also to the deadly saltwater crocodile. The region has little rain from May to September and is characterised by lightly treed Savanna grasslands.

The main economic sectors in Borroloola are tourism, mining, and art. The controversial McArthur River mine, one of the world's largest zinc, lead and silver mines, is located about 70 km from Borroloola.

Access

Borroloola may be accessed via the Carpentaria Highway which is a sealed, all-weather, single lane road. It is approximately seven hours drive from Katherine. Borroloola may also be accessed via chartered small aircraft.

Services

Mabunji Aboriginal Resource Indigenous Corporation operates a Child Care Centre, an Aged Care Centre, Art and Craft Centre, Sea Ranger Unit, Nursery, Mechanical Workshop, Radio Station and Safe House in Borroloola.

Other services in Borroloola include a Police Station, School, Health Clinic, Motels and Caravan Parks, Cafes, public swimming pool and several shops. The Borroloola Community Education Centre (CEC) includes a preschool, primary school and secondary school. The Borroloola CEC has a combined staff of more than 25.

Events and activities

Borroloola Show, Rodeo and Campdraft are annual events in Borroloola. There are also various fishing competitions through-out the year as well as NAIDOC Week Celebrations. The Dancesite Festival, Malandarri Festival, Barra Cup cricket and Celebrate Kids events are also held annually.

The King Ash Bay fishing club is situated on the McArthur River about 40 km downstream (north-east) from Borroloola by river, just over 40 km from Borroloola by road. The Fishing Classic competition, held over the Easter weekend each year (weather and road access permitting), marks the end of the wet season. The Sir Edward Pellew Group of Islands in the Gulf of Carpentaria provides good reef fishing where red emperor, coral trout and parrot fish can be caught. Some of the beaches in this are nesting sites for turtles and resting stops for migratory birds.



ADVERTISEMENT

A great opportunity for an early career or experienced Art Centre Manager in a well-supported role!

This exciting role presents a great opportunity for an Art Centre Manager or experienced senior Arts Worker with good managerial skills to join an Art Centre that is well supported by its parent organisation, Mabunji Aboriginal Resource Indigenous Corporation.

About the role

The primary purpose of this role is to build a sustainable and stable indigenous enterprise which promotes and develops the contemporary artists of Waralungku Arts.

This includes 7-8 artists who regularly attend the Centre, artists from the surrounding community and outreach with artists in Robinson River, some 150 kms away. Older women are active at the Centre and one of the goals for this role will be to establish and support greater participation from local men. The current business is well established and employs 2-4 artswokers.

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About the art centre

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About you

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Respect and understanding of cross-cultural environments and a commitment to living and working on an Aboriginal community are essential, as are values grounded in community development.

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The package and conditions for this role are excellent, combining lifestyle benefits in a beautiful location with interesting and challenging work.



Position Description

Position and Title:	Waralungku Arts Centre Manager
Reporting to:	Chief Executive Officer - Mabunji Aboriginal Resource Indigenous Corporation
Supervision of Staff:	Up to 4 staff as budget allows

Position Objectives

1. To promote and encourage the contemporary artwork of the artists of Waralungku Arts-Yanyuwa, Garrwa, Gudanji and Marra peoples of the Gulf region
2. To redevelop a Waralungku Arts Strategic Plan in conjunction with Mabunji CEO and maintain related funding agreements
3. To build Waralungku Arts into a sustainable and stable Indigenous enterprise
4. To promote and encourage Aboriginal employment and participation in the Art Centre
5. To network and generate mutually beneficial relationships with the wider arts sector, government agencies and local community organisations
6. To reassess and support the vision for a Cultural Collection / Keeping Place.

Key Areas of Responsibility

a) Management of Waralungku Art Centre

- Report to the CEO on all activities and matters concerning the management, financials, administration on a regular basis either verbally or in writing
- Support and encourage the Waralungku Arts Committee to carry out good governance practices
- Liaise with staff, CEO, Mabunji Board and Waralungku Arts Committee and maintain a continuous and effective flow of information
- Work with the Waralungku Arts Committee and Mabunji CEO to build the fundraising readiness of the Art Centre to grow private donations and the engagement of philanthropic partners.
- In conjunction with the CEO monitor all legal, financial insurance compliance matters relating to Waralungku Arts, including compliance with the Indigenous Art Code of Conduct.

b) Support the production, sales and marketing of artwork and merchandise created by Waralungku Arts artists.

- Act as the artists' agent in matters relating to gallery sales, exhibitions and ongoing artists career development;
- Maintain and be responsible for the SAM database and related stock management;



- Oversee all ordering of art materials and supplies required for the artists art production;
- Manage all matters relating to artists copyright and intellectual property rights
- Oversee and manage all marketing strategies and materials relating to Waralungku Arts business;
- Be responsible for maintaining the art centre's web presence;
- Travel with artists to attend key marketing and sales events such as the Darwin Aboriginal Art Fair;
- Manage the development of artist's skills, new arts products and organise related workshops and training.

c) *Financial Management and Administration*

- Ensure proper administrative procedures are implemented and maintained for:
 - Record keeping and documentation
 - Correspondence
 - Budgets
 - Submissions
 - Short term projects
- Liaise with Mabunji CEO about budgets, purchases and spending
- Gain approval from Mabunji CEO prior to purchases
- Assist with the development and monitoring of budgets for each financial year
- Assist Mabunji CEO with the maintenance of an ongoing Asset Register and Inventory.
- In conjunction with the Waralungku Arts Committee and Mabunji CEO, develop and implement a projected financial plan for future years

d) *Support and encouragement of local level employment and staff management*

- Create and foster a workplace which encourages and welcomes Indigenous employment and participation in the Art Centre
- Work with the Mabunji CEO and HR officer to assess art centre needs and develop a team of Indigenous Arts Workers.
- Ensure any 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 Waralungku Arts Centre
- Ensure all artists and staff personal and professional needs relating to the work place are assessed and addressed



- Provide supervision & assistance where required
- Ensure a cohesive team approach
- Coordinate staff training and mentoring programs
- Ensure all relevant staff are trained in and that they use the SAM database

e) Workplace Health and Safety

- Ensure all Waralungku Arts staff and artists work in a safe and efficient manner, in line with occupational work health and safety regulations
- Responsible for developing and overseeing Policy and Procedures, which relate to Workplace Health and Safety.

Conditions of employment:

A 24-month contract dependent on ongoing funding, with a view that the manager will work to maintain this funding. A six month probationary period will be offered, with six weeks annual leave. Relocation costs up to \$2000 will be negotiated.

Subsidised accommodation is provided. There is a small rental charge of \$60.00 per week to cover maintenance and utilities. The Art Centre has a vehicle for work related activities.

Salary Package:

- Total package value: circa \$105,000 - \$115,000
- Base salary of \$64,000-\$ 74,000 (dependent on experience)
- Salary sacrifice of up to approx \$13,000 per year (approx value \$6,500)
- Subsidised housing rental (approx value \$22,880)
- Subsidised electricity (approx value \$2,400)
- Mobile phone (approx value \$1,200)
- Annual leave airfares (McArthur River Mine to Darwin Return) available for non-Borrooloola candidates after 12 months continuous service. Subject to availability Re: COVID Restrictions.
- 10% superannuation



SELECTION CRITERIA

Essential

1. Tertiary qualifications or equivalent work experience in arts management or related relevant industry.
2. Demonstrated business management skills, including sales, marketing, financial administration, office administration and the management of a small staff team.
3. Demonstrated experience in the delivery and development of arts projects/ programs. An understanding of contemporary Indigenous arts practice and the broader Indigenous visual arts industry an advantage.
4. An understanding of working with and reporting to Indigenous people and communities, and ability to work in a cross-cultural context; experience in community development and/or experience with working with Indigenous groups and individuals; experience in living in remote Indigenous communities.
5. An understanding of the importance of the maintenance of traditional language and ceremonial activities and respect and willingness to work within traditional Indigenous culture and protocols.
6. Ability to be resilient both mentally and physically, work flexible hours including evenings and weekends and ability to cope well with limited resources and remote community living.

Desirable

1. Experience in Aboriginal corporations facilitating cross- cultural meetings, taking minutes, preparing financial reports, meeting regulatory body requirements
2. Experience in arts funding, sponsorship and philanthropy.
3. Experience in using SAM database software- if not there is training available.

Other requirements:

1. Computer literacy, competence in using Microsoft Office, competence in digital photography, and basic bookkeeping skills.
2. Current driver's licence and experience driving a 4WD in a remote context (or willingness to do 4WD training). Ability to travel for extended periods and available to live in a remote community. Preparedness to travel in small light aircraft when required.
3. A clear Police Check will be required prior to commencement



APPLICATION PROCESS

To apply

Please email your application to: jobs@mobct.com.au, using the subject line: **Waralungku Manager.**

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 7 March 2021.

Enquiries: Kate Horsey Matrix Consulting and Training
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