



INFORMATION PACK AUGUST 2021

Art Centre Manager and Studio Coordinator

Two extraordinary opportunities for passionate arts professionals to work in a spectacular remote desert community working alongside exceptional artists from the oldest living culture on earth.

About Ninuku Arts

Ninuku Arts is a wholly Aboriginal owned and governed Art Centre which supports artists from two communities - Pipalyatjara and Kalka. Each have populations of around 100-150 Anangu and the majority are Pitjantjatjara or Ngaanyatjarra speakers – Anangu simply means 'people' in language.

Ninuku Arts was founded in 2006 in a small mud-brick building in Kalka, in the far north-west corner of South Australia. Currently the art centre supports close to 30 emerging to established Anangu artists and makers living in Kalka and Pipalyatjara, the most remote communities of the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands.

Ninuku Arts has exhibited work nationally and internationally, becoming known for its powerful colour palettes and the diversity of styles, techniques and mediums of each artist. The artists' creative practices have expanded from Western Desert dot painting to incorporate loose brush techniques as well as tjanpi (grass) and punu (wood) sculpture, jewellery and glassware.

Ninuku Arts is a growing small social enterprise providing consistent and vital income to its artists and arts workers. The Art Centre is an Aboriginal Corporation incorporated under the CATSI Act (2006) and as such is governed by a Board of artist members. All income from sales flows back to individual artists, with a proportion set aside to maintain Ninuku Arts as a community-owned enterprise. Ninuku Arts supports local culture, the development of employment opportunities, and the ethical production and sales of paintings.

About the Opportunities

These positions provide one-of-a-kind opportunities for a truly unique professional experience on country, while making a significant contribution to the artists and their communities. Individuals and couples are welcome and encouraged to apply for the team.

For both roles, qualifications and / or relevant hands-on studio experience in visual arts practice and/ or arts management is essential and respect and understanding of cross-cultural environments and knowledge of contemporary Aboriginal art is important. You must also have the personal skills and resilience to work closely with a diverse range of artists and experience levels, indigenous Board of Directors, and residents of our small, remote community.

Arts Centre Manager - Bring your own creative direction to the Centre

The Art Centre Manager leads and manages all aspects of the Art Centre to support the artists to realise their artistic and commercial potential and strengthen the community.

It's a multi-faceted role where no two days are the same - you will support the Board, artists and staff in strategic and business planning; facilitate the creative direction and professional development of artists; and ensuring strong marketing and promotion of the artists' work to optimise sales and thereby provide income to artists and their families. You will be responsible for all aspects of administration and financial management of the art centre business.

You will have a key role to play in supporting the Board (who are all artists represented by the Centre) in ensuring good governance and sound decision making. You will also provide opportunities for local staff and artists and in supporting cultural maintenance and building relationships within and outside the community and the arts sector. Many of the artists are elderly and/or disabled, and your compassionate support is important to their wellbeing.

This is a unique and exciting opportunity for an art professional and you will need to be highly motivated, have sound management skills, together with a highly developed sense of aesthetics and experience in arts development and marketing. Previous experience in a similar role will be highly regarded.

A generous package includes starting salary of \$70,000-\$75,000 per annum plus super, fully funded accommodation, 6 weeks annual leave and many other benefits. A salary increase or performance bonus is considered (pending financial performance of the Art Centre) at the point of annual performance reviews.

Studio Coordinator - hands-on work with the artists

Studio Coordinator is responsible for managing all aspects of the studio space and supporting artists to make their art and develop their professional capabilities. They also work closely with the Art Centre Manager to support them in overall management of the Centre and exhibition schedule to ensure that the vision is achieved and compliance obligations and sustainability are maintained.

You will bring an understanding of the contemporary art and broader visual art sector as well as some experience in preparing work for exhibitions. The role also requires a developed sense of aesthetic and ability to nurture and support artists.

The package for this role includes a starting salary of \$63,000-\$68,000 per annum plus super, fully funded accommodation, 4 weeks annual leave and many other benefits.

About Kalka and Pipalyatjara Communities

Kalka and Pipalyatjara are remote indigenous communities of the Western Anangu Pitjantjatjara Yankunytjatjara (APY lands). Each have populations of around 100-150 Anangu and the majority are Pitjantjatjara or Ngaanyatjarra speakers – Anangu simply means 'people' in language. Anangu enjoy going out hunting and gathering many different bush foods when they are in season as well as producing a wide range of art and craft works. The young men and women participate in regional football and softball competitions. Traditional cultural practices and concerns are very important and form part of the daily and annual life of the community.

The two communities, fourteen kilometres apart, are surrounded by the rolling, rocky hills of the Tomkinson Ranges.

They are located in the far north-western corner of South Australia, near the tri-state border of South Australia, Western Australia and Northern Territory. Kalka is on the Gunbarrel

Highway, about 700 kms by road or 2 hours by plane from Alice Springs; and approximately 200 km south west of Uluru (Ayers Rock).

Pipalyatjara is a small community with basic facilities: a small community store, TAFE training centre, aged care centre kitchen for meals on wheels and other programs, mechanical workshop, recreation shed, administration office and various storage sheds and yards. There is a staff house, a visitor's house and nurses houses, as well as housing for Anangu residents.

The Art Centre is located in Kalka.

A permit is required for a member of the public to visit any community on the APY Lands, as they are freehold lands owned by the Aboriginal people.

To check out Ninuku's art works go to: https://www.instagram.com/ninuku_arts/

For detailed information about being an Art Centre Manager, click here <https://desart.com.au/publication/the-desart-art-centre-guidebook/>

HOW TO APPLY:

To apply, please send your application by email to jobs@mobct.com.au; or apply via the relevant jobs site. 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. Initial interviews will be via Zoom).

Applications close midnight, Sunday 29 August 2021

Enquiries: Kate Horsey Matrix Consulting and Training
Email: kate.horsey@mobct.com.au
Ph: 08 8985 1728

Aboriginal and Torres Strait Islander people are encouraged to apply.

Position Description - Art Centre Manager

- Reports to the Ninuku Arts Board of Directors and manages all aspects of the Corporation
- Works with and supervises Studio Coordinator, artists, and local arts-workers.

Overview

The Art Centre Manager leads and manages all aspects of the Art Centre to support the artists to realise their artistic and commercial potential and strengthen the community. This includes strategic and business planning; creative direction and professional development of artists; marketing, sales and promotion of the artists' work; supporting cultural maintenance; and governance, administration and financial management of the art centre business.

Planning

- Undertake strategic planning to realise the vision of the enterprise's activities in consultation with the governing committee, staff and artists
- Implement the Art Centre's business plan and review and work with the Art Centre's governing committee to review and update it at least annually
- Adhere to the projects and programs of the Art Centre as outlined in the organisation's business and strategic plan and in accordance with applicable funding requirements and guidelines

Governance

- Report to and work cooperatively with the Art Centre Board; ensuring their understanding of governance, policies, strategic planning, promotional and organisational issues to facilitate good decision making
- Adhere to the principles of good Governance applicable to an Aboriginal Corporation, upholding ORIC and Indigenous Australian Commercial Code of Conduct requirements.
- Encourage awareness and knowledge of good governance practice by the Directors and members and assist the Directors to ensure the Corporation meets all legislative obligations and responsibilities
- Recognise and respect existing traditional law and leadership frameworks as they impact on the governance of the Art Centre

Financial Management and Administrative

- Manage the finances of the organisation to ensure its sustainability, including sourcing and managing funding, working closely with the accountants and auditor of the Art Centre and reporting to the Committee and funding bodies (Please note: Ninuku Arts employs an external accountant to do the bookkeeping and payroll).
- Maintain fit-for-purpose administrative procedures required in the day-to day-operation of the Art Centre, including correspondence, business documentation, stock control, retail and wholesale sales, reporting, and contract management
- Maintain equipment, vehicle, buildings and facilities, ensuring that they are in line with OH&S standards

Sales and Marketing

- Develop, maintain and implement marketing and sales strategy;
- Market and promote Ninuku Arts and its artists, nationally and internationally through appropriate exhibitions, art fairs, prizes, projects and curatorial opportunities
- Organise annual exhibition programs with commercial galleries and public institutions

- Develop new business opportunities for the Art Centre such as merchandising, licensing, cultural tourism etc.
- Monitor pricing in accordance with market demand
- Maintain a regular social media presence and drive online sales through the art centre's website
- Prepare and produce high quality promotional material

Artistic and Professional Development

- Develop good working relationships with artists
- Manage the production of quality art
- Recognise and nurture artistic talent and advise artists on their professional development
- Provide critical feedback as required and seek opportunities for raising artists professional profile
- Organise bush trips to produce artworks in country as appropriate
- Ensure the Ninuku Arts Board and artists are familiar with relevant information about the Indigenous art industry
- Catalogue and document completed artworks, using Stories Artists and Money (SAM) and document artists' biographical details
- Protect and manage artists' copyright and all intellectual property
- Maintain supply of stock to appropriate outlets
- Promote and staff in-house art gallery, ensure we display and sell quality artwork, as well as provide a positive visitor experience and aim to grow the Art Centre's income from direct sales.

Staff, culture and community

- Recruit, employ and supervise all staff including the studio coordinator, contract staff, consultants, volunteers and interns.
- Encourage Aboriginal employment whenever possible, support, train and mentor Aboriginal staff
- 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
- Respect and encourage maintenance of indigenous language culture and tradition
- Conduct himself/herself appropriately in respect of the protocol and culture of the community.
- Build strong and trusting relationships with artists, elders and other community members
- Liaise with studio coordinator to maintain effective flow of information to the artists

External relationships

- Develop new and maintain existing relationships with reputable commercial galleries, collectors, Aboriginal art industry professionals and public and private institutions
- Develop and maintain relationships with other retail outlets and markets
- Form strategic relationships within the arts and cultural sector
- Maintain cooperative relationships with external organisations, agencies, stakeholders and other Art Centres.
- Respond to government, non-government and peak body development opportunities
- Attend relevant industry events and conferences for yours, the directors, artists and arts-workers professional development, budget permitting.

- Maintain database of all customers, suppliers, funding sources, media, industry and publicity contracts, peak bodies and networks

Other Conditions

- 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 Ninuku Arts Policy and Procedure manual.
- Recognition that Ninuku Arts operates within a limited budget, whose primary purpose is the delivery of quality arts enterprise services to Anangu to adapt management and operational decisions accordingly.
- You will be required to provide a National Police Clearance Certificate before commencing employment. Expenses of obtaining this clearance will be your responsibility.
- A probationary period of 3 and 6 months service will need to be completed. A performance review will be held at the end of the probationary period and continuing employment confirmed subject to satisfactory performance.
- Should you not perform your duties for which you have been employed to the satisfaction of the Ninuku Arts Board, this Organisation may at its 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.

Selection Criteria

1. Demonstrated organisational management skills including successful strategic business planning, staff management, financial administration and efficient office procedures
2. Experience in sales and arts marketing
3. Demonstrable understanding of the Aboriginal art industry, contemporary arts practice and the broader visual arts industry; and of the arts funding landscape and its requirements
4. Strong arts (or related) project management skills, including managing projects with multiple stakeholders.
5. Ability to critically assess art and recognise and nurture artistic talent
6. An understanding of working with and reporting to Indigenous groups, individuals and communities is desirable

Personal

7. Friendly, high energy, diplomatic and assertive - able to learn and enforce the rules of the art centre.
8. Resilient, independent and able to self-manage in the context of living in a remote community
9. Able to manage and prioritize deadlines, problem-solving and conflict resolution skills
10. Compassionate approach and kind communication style

Other

11. Tertiary qualifications and work experience in Visual Arts or related industry
12. Experience using online databases and Adobe Photoshop

13. Proven written and oral communication skills and proficient IT skills
14. Experience in community development and or working in an inter-cultural context
15. A current SA (Class C Manual) Driver's license, capability in remote area travel (4WD, Manual), ability to travel for extended periods and available to live in a remote community
16. Current or willing to obtain national police check / clearance

SALARY PACKAGE

Contract period: 12- month contract, renewable by mutual agreement each year
Salary: \$70,000 - \$75,000 per annum
Superannuation: 10%
Leave: 6 weeks annual leave after 12 months service
Leave Loading: 17.5% leave loading
Accommodation: One bedroom, one bathroom detached manager's house is provided in Pipalyatjara; includes all utilities, wifi and landline.

A salary increase or performance bonus is considered (pending financial performance of the Art Centre) at the point of Annual Performance reviews.

Salary Sacrificing is available

Other benefits:

Time off in lieu: to a maximum of 10 days per year

Travel allowance: Reimbursement of up to \$1000 towards travel expenses for leave after each 12 months service

Relocation allowance: Reimbursement of relocation expenses (excluding flight and accommodation) for personal effects/luggage up to a maximum value of \$1000 (if you have no dependents). After 4 years of continuous employment, this amount will be increased to a maximum of \$2000.

Professional development: is encouraged and promoted via staff training as necessary and attendance at selected and approved seminars/conferences

Vehicle use: Access to a vehicle for work and limited private use between Kalka and Alice Springs.

Total package estimate:

The following information is provided as a guide only:

Base Salary	\$70,000	\$75,000
Superannuation @ 10%	\$7,000.00	\$7,500
Leave loading @17.5%	\$1413	\$1514
Total Salary Package	\$ 78,413	\$ 84,014

Salary Sacrificing is available up to \$15,900 of this salary per annum.

Position Description - Studio Coordinator

Reports to: Art Centre Manager

Supervises: Art Centre workers

Overview

The Studio Coordinator is responsible for managing the studio space and supporting artists to make their art and develop their professional capabilities. They also work closely with the Art Centre Manager to support them in overall management of the Art Centre and exhibition schedule to ensure that the vision is achieved and compliance obligations and sustainability are maintained.

This includes:

Support with administration, financial management, servicing an Indigenous corporation, marketing, sales, promotion, funding, and supporting cultural maintenance and development as requested.

Studio management

- Manage and maintain Ninuku Arts studio
- Order and distribute professional quality art supplies, including prepared canvases
- Ensure artists are aware of and understand Art Centre procedures and protocols
- Supervise and train Art Workers in studio practices
- Ensure the work space is safe, clean and comfortable and operating in line with OH&S requirements
- Conservation and archiving
- Organise professional development opportunities for artists and staff
- Assist with cultural events

Artwork production

- Prepare and help facilitate the production of professional quality art works
- Assist artists to use fine art materials to a high professional standard
- Recognise and nurture artistic talent
- Provide feedback as required and support the development of quality art production;
- Organise bush trips for the production of artworks in country as appropriate

Artwork management

- Catalogue and document completed artworks, using the Stories Art Money (SAM) database software, and document artists' biographical details
- Assist the manager to protect and manage artists' copyright and intellectual property

Marketing and general

- Assist the manager with marketing and promote Ninuku Arts and its artists, nationally and internationally, through appropriate exhibitors, sales, prizes and curatorial opportunities
- Update website and social media pages
- Assist in customer service and sales on site and at off site events and art fairs
- Coordinate freight and packaging of artworks
- Assist in the preparation and production of promotional material as required
- Assist the Manager with day to day operational and administrative aspects of the Art Centre as directed, including correspondence, business documentation, stock control, retail and wholesale sales, reporting, financial admin, conservation and archiving, maintenance of equipment and facilities and other tasks as required.

Staff, culture and community

- Encourage Aboriginal employment, and support, train and mentor Aboriginal staff
- Develop good working relationships with artists
- Encourage artists in Kalka, Pipalyatjara to join Ninuku Arts as members.
- Respect and encourage maintenance of Indigenous language, culture and tradition and observe any applicable protocols

Other Conditions

- 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 Ninuku Arts Policy and Procedure manual.
- Recognition that Ninuku Arts operates within a limited budget, whose primary purpose is the delivery of quality arts enterprise services to Anangu to adapt management and operational decisions accordingly.
- You will be required to provide a National Police Clearance Certificate before commencing employment. Expenses of obtaining this clearance will be your responsibility.
- A probationary period of 3 and 6 months service will need to be completed. A performance review will be held at the end of the probationary period and continuing employment confirmed subject to satisfactory performance.
- Should you not perform your duties for which you have been employed to the satisfaction of the Ninuku Arts Board, this Organisation may at its 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.

Selection Criteria

NOTE: The Studio Coordinator is suitable for a person who has many of these qualities but not all. The Art Centre is open to growing a suitable candidate with the right attitude and motivation into the role.

1. Tertiary qualifications and/or work experience in Visual Arts or related industry
2. Demonstrable understanding of the Aboriginal art industry, contemporary arts practice and the broader visual arts industry
3. Experience in exhibition co-ordination
4. Technical arts capabilities that ideally will include:
 - a. Experience working with colour, mixing colour and a sound knowledge of colour theory
 - b. Ability to take quality photographs with a digital SLR
 - c. Experience using online databases and Adobe Photoshop
 - d. a keen eye for detail and craft in art

Desirable

5. Experience with E-Commerce Websites such as Shopify
6. Social media savvy and online marketing skills
7. Experience working with or mentoring Indigenous groups or individuals
8. Experience driving a manual 4WD in a remote context

Personal

9. Friendly, high energy, able to multi-task and work with and support the Manager
10. Compassionate approach and kind communication style
11. Resilient, independent and able to self-manage in the context of living in a remote community
12. Current driver's license and manual driving experience

SALARY PACKAGE

Contract period:	12 - month contract, subject to funding and renewable by mutual agreement each year
Salary:	\$63,000 to \$68,000 per annum
Superannuation:	10%
Leave:	4 weeks annual leave after 12 months service
Leave Loading:	17.5% leave loading
Accommodation:	Room and shared facilities in Art Centre house in Pipalyatjara One bathroom includes all utilities, wifi and landline. House is also utilised by other service providers needing local accommodation

Salary sacrificing is available.

Other benefits:

Time off in lieu: to a maximum of 10 days per year

Travel allowance: Reimbursement of up to \$1000 towards travel expenses for leave after each 12 months service

Relocation allowance: Reimbursement of relocation expenses (excluding flight and accommodation) for personal effects/luggage up to a maximum value of \$1000 (if you have no dependents). After 4 years of continuous employment, this amount will be increased to a maximum of \$2000.

Professional development: is encouraged and promoted via staff training as necessary and attendance at selected and approved seminars/conferences

Vehicle use: Access to a vehicle for work and limited private use between Kalka and Alice Springs.

Total package estimate:

The following information is provided as a guide only:

Base Salary	\$63,000	\$68,000
Superannuation @ 10%	\$6,300	\$6,800
Leave loading @17.5%	\$1272	\$1373
Total Salary Package	\$70,572	\$76,173

Salary Sacrificing is available up to \$15,900 of this salary per annum.