

Papunya Tjupi Art Centre Manager

Position description

The Role:

The art centre manager oversees all aspects of the art centre's operation, and reports directly to the board of directors. They are responsible for ensuring strategic and sustainable growth through implementation of the business plan as well as maintaining and developing relationships within the cultural, arts, tourism, Indigenous and economic development sectors.

The art centre manager is also responsible for arts and artist support, administration, financial management, funding, marketing, sales, and supporting cultural activities. 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.

Location: Papunya Community

About Us:

Papunya Tjupi Arts is a 100% Aboriginal owned and directed community art centre based in Papunya, 250km NW of Mparntwe/Alice Springs. *Papunya* is the birthplace of the Western Desert dot-painting movement, *Tjupi* (honey ant) is local Tjukurrpa (Dreaming), *arts* is what we do.

The art centre was established in 2007, in response to the vacuum following the homelands movement of the late 1970s, which saw the exodus of many of the famous pioneer painters. Central since foundation is the understanding that painting is an important part of culture and connection to country, and that the teaching and passing of knowledge is what keeps the community's future strong.

Currently, we support emerging artists as well as some of Australia's leading contemporary painters, from Papunya and the surrounding outstations. These artists continuously develop new ways to tell the old stories, and have established their own unique identity based on the legacy of their forefathers. They exhibit widely both nationally and internationally, with their works held by major institutions and private collections across the globe. We also support local arts workers, providing meaningful employment and professional development opportunities.

Duties:

Strategic and Operational Management and Governance

- Work cooperatively, seek direction from and report to the Papunya Tjupi Art Centre directors. Ensure understanding of all policies, strategic planning, promotional and organisational issues.
- Responsible for and work with the Studio Coordinator & Men's Development Coordinator to supervise local part time and casual arts-workers.
- Undertake strategic planning to realise the vision of the enterprise's activities in consultation with the directors, staff and artists. Implement the Art Centre's business plan, review and update it annual with Directors.
- 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
- Organise and document Art Centre meetings, including the AGM, as required by the Office of the Registrar of Indigenous Corporations (ORIC).
- Uphold ORIC and Indigenous Australian Commercial Code of Conduct requirements.

- Recognise and respect existing traditional law and leadership frameworks as they impact on the governance of the Art Centre
- Respect and encourage maintenance of indigenous language culture and tradition
- Conduct appropriately in respect of the protocol and culture of the community.

Artistic and Professional Development

- Develop good working relationships with artists
- Manage the production of quality art
- Recognise and nurture artistic talent, advising artists on their professional development
- Provide critical feedback as required and seek opportunities for raising artists professional profiles
- Organise bush trips for the production of artworks in country as appropriate
- Ensure Papunya Tjupi directors and artists are familiar with relevant information about the Indigenous art industry

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, and contract management
- Financial management of all aspects of the business - banking, book keeping and working closely with the accountants and auditor of the Art Centre, and reporting to the Committee and funding bodies (Please note: Papunya Tjupi employs an external accountant to do the bookkeeping and payroll).
- Prepare funding submissions and acquittals
- Maintain equipment, vehicle, buildings and facilities, ensuring that they are in line with OH&S standards
- Encourage Aboriginal employment wherever possible and support, train and mentor local Aboriginal staff as needed
- Recruit, employ and supervise all staff including the studio coordinator, contract staff, consultants, volunteers and interns.
- Protect and manage artists' copyright and all intellectual property
- Maintain database of all customers, suppliers, funding sources, media, industry and publicity contracts, peak bodies and networks

Sales and Marketing

- Market and promote Papunya Tjupi Art Centre and its artists, nationally and internationally through appropriate exhibitions, art fairs, prizes, projects and curatorial opportunities
- Organise annual exhibition programs with commercial galleries
- 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
- 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.
- Maintain a regular social media presence and drive online sales through the art centre's website
- Prepare and produce high quality promotional material
- Develop, maintain and implement marketing and sales strategy
- Monitor pricing in accordance with market demand
- Develop new business opportunities for the Art Centre such as merchandising, licensing, cultural tourism etc.



Networking with Artists, Community and other Agencies

- 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
- On behalf of Papunya Tjupi, develop and maintain cooperative and strategic relationships with: MacDonnell Shire, Papunya School, Aged Care, Papunya Store corporation, Mac Youth, Waltja, CAYLUS and other community stakeholders
- 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.

Employment Conditions:

- The base salary is \$70,000-\$80,000 (cash component) (range depending on experience) plus superannuation, and salary sacrifice package. Detailed salary package information at end of document.
- 12 Month contract (renewable) will be offered to the successful applicant
- Six weeks annual leave plus 17.5% loading
- Applicants will need to obtain a police clearance prior to commencement

Further Information:

Please address the selection criteria (no more than two pages), provide a cover letter, CV and two work related referees. Submit written applications marked 'Private and confidential' addressed to:

Senior Program Manager Desart via email programmanager@desart.com.au

Applications must reach our office by 9:00am Monday 4th OCT 2021

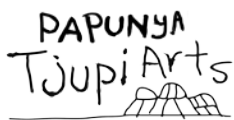
For more information regarding this position or the recruitment process please contact the Senior Program Manager Carmel Young on (08) 8953 4736. Desart is the non-profit peak industry body for over 35 Central Australian Aboriginal Art Centres and the Papunya Tjupi Executive Committee have engaged Desart to assist them in the recruitment of their new Art Centre Manager.

Selection Criteria

Please respond in writing to each of the essential and desirable criteria listed below (Max. 2 pages).

1. Demonstrated organisation management skills including strategic business planning, successful financial administration, HR related issues and efficient office procedures.
2. Demonstrable understanding of the Aboriginal art industry, contemporary arts practice and the broader visual arts industry.
3. Demonstrated understanding of the arts funding landscape including the ability to prepare successful funding applications, manage budgets, and fulfil acquittal obligations
4. Strong arts (or related) project management skills, including experience managing projects with multiple stakeholders.
5. Experience in sales and arts marketing.
6. Demonstrated experience using online databases and IT platforms.
7. Ability to critically assess art as well as recognise and nurture artistic talent
8. Understanding of working with and reporting to Indigenous groups, individuals and communities.
9. Tertiary Qualifications in the visual arts and/or other arts related organisations.
10. A current driver's license, capability in remote area travel (4WD, Manual), ability to travel for extended periods and available to live in a remote community
11. Current police check/clearance or ability to attain.

Applications that do not address the selection criteria will not be considered.



1. Award

Employment conditions provided in accordance with Amusement, Events and Recreation Award 2010. A 12-month renewable contract is offered. <https://awardviewer.fwo.gov.au/award/show/MA000080>

2. Salary

The salary is within a range \$70,000 - \$80,000 (cash component) per annum plus allowances depending upon qualifications and experience relevant to the position.

3. Hours of work

Standard ordinary hours are 7.5 a day based on 38 per week. However, there is the requirement to work for some out of hours work. Details will be discussed with you at the interview.

4. Annual leave

Annual leave will be six weeks per annum.

5. Time off in Lieu

Where approved by the Directors, you may take time off in lieu, up to a maximum of 10 days per year.

6. Annual leave travel assistance

Following 12 months completion of service, \$1000 is payable contribution towards travel costs associated with living in remote Central Australian community.

7. Location allowance

A re-location allowance is applicable to this position.

8. Long service leave

Long service leave will be paid in accordance with the Northern Territory Long Service Leave Act 1981

9. Superannuation

Papunya Tjupi makes superannuation contributions of 10%. These contributions can be paid into your nominated super account.

10. Accommodation

Subsidised accommodation is provided and will be discussed at interview

11. Other benefits and services

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

13. Conditions specific to Papunya Tjupi 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 Papunya Tjupi Arts Policy and Procedure manual.
- Recognition that Papunya Tjupi 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.
- Follow the by laws of the Macdonnell Shire.

Base Salary	\$70,000	\$80,000
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Superannuation @ 9.50%	\$7,000.	\$8,000
Leave loading @17.5%	\$1413.46	\$1615.38
Salary sacrifice*	\$5485.00	\$5485.00
Total Package	\$83,898.46	\$95,100.38

*Salary sacrifice is based on minimum amount allowed under FBT legislation. Amount will vary with individual circumstances. Salary Sacrifice is not a cash payment, but relief in the amount of PAYG payable by the individual. Please seek financial advice for individual assessments.