

Milingimbi Art and Culture Studio Coordinator Applicant information

Background

Milingimbi Art and Culture Aboriginal Corporation (MACAC) is a non-profit, Indigenous owned and governed art and culture centre located on the remote island of Yurrwi (Milingimbi) off the coast of East Arnhem Land. MACAC's mandate is to serve the community in which it operates. Art making is an expression of Yolŋu Rom (Law) and also affords multiple benefits to artists and their families. Artworks from Milingimbi have been widely collected since the 1920s and feature in numerous prominent collections.

We celebrate and encourage the expression of Yolŋu culture through the arts, and support the continuation of cultural and artistic practice by established and emerging Yolŋu artists. We facilitate this through developing and maintaining a commercially viable arts enterprise which provides a diverse range of cultural and economic opportunities for both individuals and the community as a whole.

In addition to our successful weaving and painting programs, we have established the interconnected Djalkiri Keeping Place, a digital community collection that inspires artistic development and cultural practice and is at the heart of all of our projects. We work closely with a number of public collecting institutions that support the development of contemporary art projects and the inclusion of Yolŋu voices in historical collections.

Our organisation is strong, recognised for its artistic and cultural excellence and maintains a clear developmental trajectory.

The Position

This position is responsible for: training of Yolŋu arts workers; development of art work for sale; coordination of harvesting of materials; and assisting the Art Centre Manager with sales and administration including marketing and management of our website, blog posts, social media accounts and regular newsletter.

A key function of this position is to assist the Art Centre Manager to effectively communicate with stakeholders, and support opportunities for Yolŋu members that are grounded in cultural practice and have strong economic outcomes.

The Studio Coordinator plays a key role in assisting with the smooth operation of the organisation. Working alongside Yolŋu gallery and studio staff, the Studio Coordinator is responsible for assisting in delivering programs, maintaining the Art Centre's database, sales and marketing activity in line with the MACAC Business Plan. The Studio Coordinator is responsible for generating appropriate communications that reflect the values of our organisation and result in positive economic opportunities for our artists.

About You

This position requires a multi-skilled, team-oriented person with excellent skills in customer relations. It is suited to a self-motivated, dynamic, highly organised person. In addition to sales and marketing, the position also entails staff mentoring, capacity building in gallery operations, and ensuring high quality artwork is strategically created and managed as per

the Business Plan. Before applying please consider that this role requires living in a difficult physical environment and navigating confronting social, political and cross-cultural issues.

JOB TITLE	Studio Coordinator
JOB DESCRIPTION	<p>The Milingimbi Art and Culture Studio Coordinator is primarily responsible for generating commercial sales for MACAC. They coordinate the logistics of the MACAC exhibition program, building and maintaining relationships with galleries, collectors and the Milingimbi Art and Culture staff and artists. The Studio Coordinator also supports the Manager in general administration and planning. A supportive team player with excellent cross-cultural skills, the Studio Coordinator helps build the capacity and skills of Yolŋu staff in gallery operations, and contributes to the overall commercial success of Milingimbi Art and Culture Centre.</p> <p>Reports directly to the Manager.</p>
HOURS	22.5 hours per week (pro rata)

Essential Selection Criteria:

Cultural:

- Understanding or experience of community-led governance.
- Experience or strong interest in Yolŋu culture and art practice.
- Understanding of the challenges involved in cross-cultural communication
- Understanding of Milingimbi cultural context.
- Enthusiasm to work alongside and mentor Yolŋu staff.
- Ability to live in a remote Yolŋu community.
- Capacity to reflect critically on one's own opinions and preferences.
- Skills in developing understanding of ideas underpinned by Yolŋu world view, experience and preferences.
- Willingness to develop skills in Yolŋu language.

Professional:

- Experience in arts development and ability to mentor Yolŋu staff in artwork handling, documentation and curation.
- Ability to work well in a small team, take instructions from supervisor(s), and be a supportive, respectful team player.
- The ability to multi-task, prioritise, and work well under pressure.
- An ability to create content for the Art Centre website, blog, social media and newsletter that reflects the values of the organisation and results in sales of artwork.

- Proven excellent customer service skills, and ability to engage diverse audiences including community stakeholders, tourists, gallery and museum curators and collectors.
- Strong administration and communication skills.
- Ability to travel outside of East Arnhem Land for art fairs and other opportunities as required.

Attitude:

- Strong interpersonal relationship skills and commitment to building long-term organisational relationships within and external to the community.
- Willingness to work in a team, to facilitate creative problem solving and foster general positive attitude to the work place and its challenges.

Technical / Qualifications

- A tertiary qualification or equivalent experience in arts management, curatorial practice, business management or similar.
- Understanding of, or experience in, visual arts practice.

Proficiency in one or more of the following:

- Knowledge of contemporary and/or Indigenous art practice.
- Experience in online platforms and communications.
- Experience in grant writing and funding acquittal processes.
- Experience working in the not-for-profit sector and/or philanthropic fundraising.
- Experience working within a cross-cultural environment or remote Indigenous community.
- Manual driver's licence preferred, but not essential.
- Marketing and/or fundraising skills.

Although this is not an essential requirement of the position, applicants who have previous experience working in Aboriginal or Torres Strait Islander communities will be highly regarded. This is a unique opportunity to work with a strong Yolŋu organisation and ensure its continued success in maintaining cultural development that aligns with economic outcomes for Yolŋu.

Salary & entitlements:

- Base salary range \$58,000 to \$65,000 (pro rata) depending on skills & experience, plus state 'legislated superannuation'.
- Provisions for Public Benevolent Institution based salary sacrifice arrangements
- Six weeks annual leave (pro rata) + loading.
- Three return flights per year to Darwin to be taken in conjunction with Art Centre events that require travel (i.e. art fairs and exhibitions) wherever possible.
- Airfares to and from Milingimbi at commencement and completion of contract
- Reasonable relocation costs
- Limited vehicle use

NOTE: As MACAC does not have dedicated accommodation for this position the role is suitable for someone already living in Milingimbi or has an existing relationship with the applicant for the Manager position and can share accommodation. You may like to submit a joint application or apply for a job share arrangement. If you are applying for job share please contact us to discuss your application. Please indicate if you are applying as a partnership.

Recruitment contact:

Rosita Holmes
e: art@milingimbiart.com
p: 0477 998 287

Applications:

Applicants should submit their CV containing contact details for 3 referees, a cover letter, and a document addressing the Selection Criteria. Applications should be forwarded to art@milingimbiart.com by 5pm on Thursday 14 October (NT time), with "Milingimbi Studio Coordinator Application" in the subject line.

We encourage applicants to address the ways in which you would meet the responsibilities of becoming part of the Milingimbi Art and Culture team. A full position description is attached and should be considered in your application.

Interviews will be conducted via ZOOM, with the successful applicant ready to take up the position in early February 2022.

Please supply:

- A cover letter outlining your interests, experience and suitability for the position.
- A response to each of the individual selection criteria points and selected areas of proficiency that apply.
- A current CV.
- Names and contact details of three referees

Applications close at 5:00pm on Thursday, 14 October 2021 (NT time).