



## RECRUITMENT INFORMATION PACK

November 2021

### Arts Program Managers (Two roles)

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## About Ku Arts

Ku Arts is the South Australian peak body for Aboriginal art centres and artists. Since 1998 we have been providing advocacy, support services, creative skills and professional development opportunities for artists and arts workers across all stages of their careers; in support of a strong and vibrant Aboriginal and Torres Strait Islander visual arts sector in South Australia.

Ku Arts is the only Aboriginal and Torres Strait Islander arts support agency that delivers services to both art centres and independent artists working outside of the art centre model. Responsive to this shifting landscape, our strategy over the next few years is one of continued stabilisation and steady growth, with a focus on relationships, advocacy and professional service delivery.

It is an exciting time for Aboriginal and Torres Strait Islander visual arts nationally and particularly in South Australia, with the success of Tarnanthi Festival of Contemporary Aboriginal and Torres Strait Islander Art and plans for a National Aboriginal Arts and Cultures Centre in Adelaide CBD, and the innovations in response to the Covid-19 pandemic

Ku Arts supports two art centres on the APY Lands and one in Ceduna; and artists and members from a number of South Australian regional areas. To see the diversity of our members and projects, more information is available here

[https://www.anangukuarts.com.au/members\\_and\\_here](https://www.anangukuarts.com.au/members_and_here)  
<https://www.anangukuarts.com.au/whatwedo>

We ensure regional and remote member art centres, artists and cultural practitioners across the state have the capacity to participate in these developments and reach their full potential, with a community-led focus.

Ku Arts is an Aboriginal owned and led visual arts organisation with a strong Board and governance. Based in new offices in the Adelaide CBD, it has a staff team of five, an annual budget in the vicinity of \$700,000 plus generated project funding, and strong relationships across the sector.

### **Current situation**

This is a unique opportunity to be part of a team that will take the organisation to a new level, continuing to build a strong indigenous arts sector in SA. These roles have more recently been filled on short term contracts; and the successful appointees will become the new permanent team. As such, it will be important to establish working relationships and collaborative processes to build on past successes with new ideas and energy.

Ku's legacy and foundations are strong, with ongoing funding through to 2024; and in 2020 Ku relocated to new premises in the Adelaide CBD, bringing new opportunities and facilities. The organisation is one of 17 arts organisations across Australia that is participating in a year-long mentoring program to build operational capacity, funding readiness, and program and strategy development.

It will be fast paced and you'll need maturity, sound judgement and both big picture and detailed thinking to realise the potential for innovation that will continue to promote a flourishing, vibrant indigenous arts sector in South Australia.

**Key projects planned for 2022 include:**

- Strategic planning for 2023-2026; governance and succession planning project
- Employment pathways and art worker support program and employment pathways for ongoing workforce development
- Bespoke support to member art centres, and regional artists
- Exhibition touring opportunities (seeking funding)
- Innovative and ground breaking partnerships like - Arabana Songlines – virtual reality program and film; schools and education program
- Strong Arts Program
- APY infrastructure project
- Dunjiba Designs project – textile and fashion
- Digital content development to support art centres and for online markets
- On-country Women’s Artist Camp and subsequent exhibition
- A residency around digital skills development and promotion
- Professional development participation and capacity building for artists, art centres and industry partners, including DAAFF and Tarnanthi Festival
- Support and sponsorship for the Mulka Art Prize and Our Mob exhibitions

**Professional development opportunities planned for Ku Arts, its staff and members through 2022:**

- Mentoring - Ku Arts will receive operational mentoring to build operational capacity, fundraising readiness, program and strategy development
- Pitjantjatjara / Yankunytjatjara Language and Culture program

**More information**

For more information see our website and social media

<https://www.anangukuarts.com.au/>

<https://www.facebook.com/kuarts.au/>

<https://www.instagram.com/ku.arts/channel/>



## Vision, Mission, Values

### **OUR VISION**

*Arts kunpu, tjukurpa kunpu, munu waltja tjuta kunpu*  
Strong arts, strong culture, strong communities

### **OUR MISSION**

*Ku Arts works for and with Aboriginal artists, art centres and arts workers across South Australia, delivering support services that allow them to realise their aspirations. We help keep arts centres strong, and our culture strong for our children- they are our future leaders.*

### **OUR VALUES**

**Culture** - is the heart of our art and all that we do.

**Respect** - for people, culture, language, difference and ideas.

**Inclusive** - being open and honest, listening to the views of others, encouraging participation and collaboration.

**Integrity** - professional service delivery, ensuring we are always ethical, accountable and transparent.

### **OUR PRINCIPLES**

*Ngapartji ngapartji kulinma munu iwara wanama tjukarurungku* - Respect each other and follow the law straight

*Piluntjungku* - Peaceful and calm

*Kalypangku* - Conciliatory

*Kututu mukulyangku* - Kindhearted

*Tjungungku* - United

*'Art centres operate at the intersection of a complex set of expectations: as producers of art, as vehicle for economic opportunity, as service providers, as extensions of government policy and as builders of community capacity.'*

-Tim Acker, The Art Economies Value Chain report

# Advertisement

## Program Managers – Two roles

### ***About the Jobs***

The Program Managers are leaders in designing and delivering Ku's programs and events that promote and develop Aboriginal and Torres Strait Islander engagement with the visual arts sector and arts and cultural practice in South Australia.

You will **work together as key members of the Ku team** to build innovative arts programs from the ground up; support artists, art centres and communities in their arts practice to create amazing art works; build capacity and access to professional development opportunities, and advocate for the sector.

Ku has an established plan for 2022 events and programs; and the Program Managers will have key responsibility for the funding, development and delivery of these plans. There is also flexibility to respond to developing and new opportunities and projects. You'll be based at the Adelaide office, working with the CEO, Operations and Communications Manager, Arts Admin Coordinator, and Interim Administration and Program Manager, contributing to the effective delivery of all Ku's activities and operations in a collaborative team environment.

The roles are diverse, interesting and busy, with no two days the same. In any week, you might help install an exhibition, provide advice to an Art Centre Manager on a governance issue, promote and celebrate an opening, prepare a funding application or advocate for artists and art centres at an industry forum.

You'll make a number of visits to the APY Lands and other regional areas throughout the year, as well as some interstate travel for exhibitions and events (away for up to a week at a time).

The ability to respond to opportunities and challenges created by the current Covid pandemic environment is vital.

### ***Manager – Art Centre and Programs***

The **Art Centre and Program Manager** will work closely with the member art centres in Ceduna and the APY Lands to build relationships and support them to realise their artistic and commercial potential. This includes planned programs, events and activities that develop the Centres' **business capabilities**, as well as **creative and artistic professional development** with the artists and art workers.

You'll provide bespoke business support to each centre in response to needs as they arise, covering aspects such as governance, strategic and business planning, funding applications and management, marketing, and supporting human resources processes and issues. Previous art centre management experience in remote and regional locations would be highly valued in this role.

### ***Manager - The Statewide Indigenous Community Arts Development (SICAD) Program***

The **SICAD Program Manager** provides a range of professional services to artists living and working in regional communities outside the APY Lands where there is no access to community-owned art centres.

This includes creative and artistic professional development activities, events, resources, business development, and digital content development and delivery that meet the needs of Ku's members and stakeholders. Securing and managing core SICAD program funding and seeking diverse funding sources for additional projects and programs is critical to the role. You will also contribute to the smooth running of Ku Arts' general administration and business practices.

### ***About You – both roles***

You'll be an energetic, resourceful and mature manager who is passionate and knowledgeable about the workings of the visual arts sector; ideally in South Australia or in indigenous arts.

You'll have a strong understanding of business and arts management, a breadth of experience that enables maturity, autonomy and sound judgement; and a demonstrated ability to help others build their professional and creative capabilities. You'll be organised, a great communicator and relationship builder, with a strong capacity for finding solutions and achieving results.

With qualifications in the arts, art management or another relevant field, you'll have experience working cross culturally, ideally with indigenous organisations and / or people in remote Australian communities.

These positions would be very appropriate for an arts centre manager and/or arts practitioner who wants to transition to a sector development role, using practical lived experiences of art centres and arts programs to inform the role.

The values of respect, integrity, culture and inclusiveness will resonate with you; and a community development approach along with respect for indigenous culture and self-determination is essential.

In addition to a negotiable salary, superannuation and salary sacrifice arrangements, you'll enjoy flexible hours, travel to locations rarely seen by most Australians, and an amazing professional opportunity in a new team.

### ***For all roles***

#### **Other Conditions:**

- Flexible and out of hours work is required including regional and remote travel to APY Lands and regional South Australia.
- Satisfactory National Police Clearance, a National Working with Children Clearance and the ability to obtain an APY Lands Permit, including full Covid-19 vaccinations and boosters with evidence is essential.
- Current South Australian Drivers licence and ability to drive manual is required.

***Aboriginal and Torres Strait Islander people are encouraged to apply.***

## More Information

Please download and review the Information Pack and Position Descriptions, available at [www.mobct/client-recruiting](http://www.mobct/client-recruiting). Should you have queries, please feel free to call us at:

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

## How to Apply

To apply, please send your application by email to [jobs@mobct.com.au](mailto: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:

- Applications will be considered for all three available roles; however if you have a preference please indicate it in your cover letter.
- There is no requirement to respond to selection criteria at this stage of the recruiting process.

**Applications close midnight, Sunday 21 November**



## Position Description – Arts Centre and Programs Manager

### POSITION DETAILS

<b>Position</b>	Art Centre and Programs Manager
<b>Reports to</b>	Chief Executive Officer
<b>Salary Range</b>	\$70,000 to \$80,000 per annum + Superannuation
<b>Terms of Contract</b>	This position is full time, negotiable for the successful candidate 12 month initial contract term with the possibility of extension, subject to funding.
<b>Location</b>	Adelaide
<b>Other Conditions</b>	Flexible and out of hours work is required including regional travel to APY Lands and regional South Australia Satisfactory National Police Clearance, a National Working with Children Clearance and the ability to obtain an APY Lands Permit and appropriate government issued Covid-19 vaccinations and boosters is essential Current South Australian Drivers licence and ability to drive manual

### THE ROLE

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Working closely with the CEO and the Ku Arts team, the Art Centre and Programs Manager manages the development and delivery of a range of programs and events for three art centres in the APY Lands and Ceduna, as well as supporting programs for artists in regions across the state of South Australia. These programs and activities will support Aboriginal and Torres Strait Islander participation in arts and cultural practice, engagement in the visual arts sector, and support art centre business development.

The Art Centre and Program Manager will also contribute to and support the Ku Arts annual program of services, projects and programs and assist the smooth running of Ku Arts' general administration and business practices.

The position is based in our office in the Adelaide CBD, with frequent travel to regional and remote communities of South Australia, including the APY Lands. Some interstate travel may also be required.

Specific responsibilities include:

#### **Art Centre Program Development and Delivery**

Develop and deliver a program of training and professional development that will build the capabilities of Art Centre members, their staff and artists

- Build strong relationships with art centre managers and staff; and an understanding of their business growth and creative development needs - as a business, for art centre staff and for artists
- Develop a plan to deliver programs that will address these needs, including on-country; professional development programs such as – mentoring, residencies, workshop series
- Prepare and deliver the planned programs, including Program and activity documentation, measurement, evaluation and reporting
- Provide support for delivery of the Statewide Indigenous Community Arts Development (SICAD) program and other Ku Arts programs and events, such as the annual symposium



### **Art Centre Support**

Provide Art Centres, their boards and managers with responsive advice, support and ongoing advocacy across a range of business and creative aspects, to include:

- Support with strategic and business planning
- Identify funding opportunities, and support grant writing, reporting and acquittals
- Human resources support such as recruitment, induction, performance management and succession planning as required
- Identify and communicate opportunities for art centres and artists – state, national and international
- Identify and develop working relationships with a pool of consultants, trainers, project coordinators, creative facilitators and volunteers who can be engaged to work with Art Centres as needed.

### **Administration and General**

Contribute to and support the Ku Arts annual program of services, projects and programs and assist the smooth running of Ku Arts' general administration and business practices which may include:

- Develop and submit written funding submissions; prepare funding reports and acquittals, ensure contractual compliance with funding bodies
- Contribute to, prepare and distribute marketing and communications materials; and impact measurement processes, including use of Culture Counts
- Develop and maintain corporation databases, including contacts, artists and artworks
- Provide governance support to the Ku Board and CEO as directed
- Build strong and productive relationships with staff, members, artists, stakeholders and partners; establish and maintain industry networks and represent Ku Arts at external forums, conferences and events
- Contribute to a positive and team focused work environment

In the first six months, you will be expected to:

- Contribute to strategic planning processes, communications and marketing plans, and impact measurement of programs
- Frequent travel and relationship development with member art centres; develop a support program, including seeking additional funding opportunities
- Support creative programs and activities
- Support digital projects for art centres and Ku Arts, and implementation of communications planning
- Provide input into the organisational processes and procedures

### **SELECTION CRITERIA**

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Essential:

- Strong arts background, ideally arts management experience or community development through the arts
- Project management capabilities and capacity to deliver projected outcomes; including evaluation, reporting and adhering to budget requirements
- Broad administrative skills; with a sound understanding of business, HR, grant writing and grant management
- Cross cultural experience is essential, preferably working with Aboriginal and Torres Strait Islander communities or organisations

- Excellent long-term relationship building skills, the ability to communicate with diverse stakeholders and partners, emotional intelligence, diplomacy and confident facilitation skills
- Excellent interpersonal skills, working in a collaborative team focussed on delivering strong outcomes
- Your values and principles will align with those of our organisation
- High level computing skills, including proficiency in Microsoft suite of products and capabilities in desktop publishing, graphics and other online technologies

Desirable:

- Experience working in a regional or remote art and/or community organisations
- Experience and existing networks in the South Australian visual arts sector
- Relevant tertiary qualifications

**Aboriginal and Torres Strait Islander people are encouraged to apply.** Please start a conversation with us.

## Position Description – SICAD Program Manager

<b>Position</b>	Program Manager - SICAD (Statewide Indigenous Community Arts Development)
<b>Reports to</b>	Chief Executive Officer
<b>Salary Range</b>	\$70,000 to \$80,000 per annum + Superannuation
<b>Other Benefits</b>	Eligible for salary sacrifice arrangements
<b>Terms of Contract</b>	This position is full time, negotiable for the successful candidate 12 month initial contract term with the possibility of extension, subject to funding.
<b>Location</b>	Adelaide
<b>Other Conditions</b>	Flexible and out of hours work is required including regional travel to APY Lands and regional South Australia Satisfactory National Police Clearance, a National Working with Children Clearance and the ability to obtain an APY Lands Permit including full Covid-19 vaccinations and boosters is essential Current South Australian Drivers licence and ability to drive manual

### **THE ROLE**

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Working closely with the CEO and the Ku Arts team, the SICAD Program Manager manages the development, funding and delivery of the Statewide Indigenous Community Arts Development (SICAD) program for artists in regional communities outside of the APY Lands.

This includes a range of activities, events, resources, business development, and digital content development and delivery that meet the needs of Ku Arts' stakeholders and help build and sustain a vibrant South Australian Aboriginal and Torres Strait Islander arts sector.

The SICAD Program Manager will also contribute to and support the Ku Arts annual program of services, projects and programs and assist the smooth running of Ku Arts' general administration and business practices.

The position is based in our office in the Adelaide CBD, with frequent travel to regional and remote communities of South Australia, including the APY Lands. Some interstate travel may also be required.

Specific responsibilities include:

#### **SICAD Program Development and Delivery**

Develop and deliver the SICAD program of support services, training and professional development that will build the capabilities of members

- Build strong relationships with artists and communities across South Australia, and an understanding of their professional and artistic development needs
- Develop a plan to deliver programs and events that will address these needs across regional SA; such as projects, events, workshops, exhibitions, forums, training, and other activities
- Prepare and deliver the planned programs, including Program and activity documentation, measurement, evaluation and reporting
- Coordinate recruitment of and oversee performance of program staff, consultants, facilitators and project managers as required to achieve the program, as budgets permit

- Maintain regular communication with artists, arts projects and other relevant service providers throughout the SICAD regions
- Provide support for delivery of other Ku Arts programs and events, including the annual symposium

#### **Financial Management – SICAD**

- Develop and submit written funding submissions and proposals, to secure core SICAD program funding as well as seeking diverse funding sources for additional projects and programs
- In close consultation with the CEO, manage SICAD project budget, monitoring expenditure and cash flows
- Prepare funding reports and acquittals for submission, ensuring contractual compliance

#### **Administration and General**

Contribute to and support the Ku Arts annual program of services, projects and programs and assist the smooth running of Ku Arts' general administration and business practices which may include:

- Contribute to, prepare and distribute marketing and communications materials
- Develop and maintain corporation databases, including contacts, artists and artworks
- Provide governance support to the Board and CEO as directed
- Build strong and productive relationships with staff, members, artists, stakeholders and partners
- Establish and maintain industry networks and represent Ku Arts at external forums, conferences and events
- Contribute to a positive and team focused work environment

In the first six months, you will be expected to:

- Contribute to strategic planning processes, communications and marketing plans, and impact measurement of programs
- Frequent travel to and relationship development with regional independent artists, implement the SICAD program, including seeking additional funding opportunities
- Support creative programs and activities
- Support digital projects for Ku Arts and artists; and implementation of communications planning
- Provide input into the organisational processes and procedures

#### **SELECTION CRITERIA**

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Essential:

- Strong arts background, ideally arts management experience or community development through the arts
- Project management capabilities and capacity to deliver projected outcomes; including evaluation, reporting and adhering to budget requirements
- Broad administrative skills; with a sound understanding of business, HR, grant writing and grant management
- Cross cultural experience is essential, preferably working with Aboriginal and Torres Strait Islander communities or organisations
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- Excellent interpersonal skills, working in a collaborative team focussed on delivering strong outcomes

- Your values and principles will align with those of our organisation
- High level administrative and computing skills, including proficiency in Microsoft suite of products, and capabilities in desktop publishing, graphics and other online technologies

Desirable:

- Experience working in a regional or remote art and/or community organisations
- Experience and existing networks in the South Australian visual arts sector
- Relevant tertiary qualifications

**Aboriginal and Torres Strait Islander people are encouraged to apply.** Please start a conversation with us.