

POSITION DESCRIPTION

Title: Visual Arts Facilitator

Employment type: Full time, 38 hours per week

Reports to: Visual Arts Manager

Contract duration: 3 months

The Visual Arts Facilitator supports production, documentation, and sales of artworks by the Artists of Barkly collective; a group of Indigenous artists working from four Barkly Arts facilitated studios in Tennant Creek and remote communities. The role has exposure to a wide range of activities within Barkly Regional Arts' Visual Arts Team.

RESPONSIBILITIES

The visual arts facilitator will assist the Visual Arts Manager in the day-to-day operations of the art centre by

- Attending Monday meetings with Visual Arts (VA) staff and artists.
- Shopping for and preparing lunches for the artists Monday to Friday (when available).
- Photographing artworks and editing images to a high standard using Adobe Lightroom.
- Collecting stories and cataloguing artworks using SAM.
- Assisting in keeping stock of artworks and materials, including ensuring works and materials are stored properly and clearly labelled.
- Assisting in keeping the studio and storeroom clean and tidy.
- Assisting with the management of the online site, including keeping track of online sales and preparing works for shipping.
- Assisting in preparing for major events and projects including Darwin Aboriginal Art Fair and Desert Mob.
- Assisting with gallery hangs
- Assisting with the sale of works from the studio gallery using SAM.
- Assisting in delivering Barkly Arts events such as Desert Harmony Festival on an adhoc basis.

The visual arts facilitator will assist the Outreach Coordinator in delivering the visual arts program to the remote communities of Wutunugurra, Canteen Creek, Elliott and Mungkarta by

- Preparing supplies for remote communities; stretching and priming canvases, mixing paint, distributing paint into small containers,
- Traveling to remote communities with the Outreach Coordinator on a weekly basis,
- Supporting arts workers and artists in remote communities by contributing to a joyful and peaceful environment to create and fostering warm relationships,
- Supporting in the delivery of arts worker/ artist development programs.