



Position	Studio Coordinator
Reporting to	Manager Ngukurr Arts
Location	Ngukurr community three weeks per month, Numbulwar community one week per month
Base Salary	\$75-\$80,000 depending on experience, plus 12% super
Benefits	<ul style="list-style-type: none"><li>• Fully furnished accommodation with utilities included (water, electricity, rates)</li><li>• 6 weeks annual leave + leave loading</li><li>• Vehicle for work purposes</li><li>• Salary sacrifice benefits (ability to reduce annual tax payable)</li></ul>

## About Us

Join us at Ngukurr Arts and Numbulwar Numburindi Arts - two dynamic remote Art Centres in Australia's north, boasting a group of maverick and bold multidisciplinary Aboriginal artists.

Our artwork knows no boundaries. We work in contemporary mediums such as painting on canvas, textiles, and printmaking, but also in our own cultural ways, painting with natural ochres, carving with wood and weaving with pandanus.

We are non-profit, Aboriginal owned and governed Art Centres located in southeast Arnhem Land, Northern Territory. We are both members of the Indigenous Art Code.

## About Ngukurr Arts:

Ngukurr Arts provides a diverse range of cultural and economic opportunities for the community. Our Art Centre supports the studio practice of senior artists as well as a growing number of mid-career and emerging artists. We provide various artistic development opportunities, as well as engage in important community development projects.

Artwork from Ngukurr is represented in public and private collections across Australia, and we have strong working relationships with many of Australia's leading public institutions and established commercial galleries.

Ngukurr Arts, like the community of Ngukurr, is unique – bringing together various clans and language groups including Ngalakgan, Alawa, Mangarrayi, Ngandi, Marra, Warndarrang, Nunggubuyu, Ritharrngu, Wägilak and Rembarrnga. Together these clans are known as Yugul Mangi.

We are governed by a Board of Aboriginal Directors, who oversee all key strategic decisions made at the Art Centre.

### **About Numbulwar Numburindi Arts:**

Established in 2019, Numbulwar Numburindi Arts started with a dedicated group of masterful women weavers. The artists marry naturally dyed and locally harvested pandanus with bright and bold ghost nets, abandoned fishing gear retrieved from Numbulwar's shoreline, to make culturally grounded yet contemporary vessels. Today, artists also practise painting on a range of materials including canvas and reclaimed metal.

In a short space of time, artworks from Numbulwar Numburindi Arts have been acquired by public and private collections across Australia. This vibrant Art Centre builds on a longstanding tradition of adopting newfound materials to produce colourful work. The possibilities are endless for this Art Centre, with our current objectives being to expand our exhibition program, increase our artist base and create new opportunities for our prolific and highly creative group of artists.

Numbulwar sits at the confluence of the Rose River and the Gulf of Carpentaria. It belongs to the Nunggayinbala clan, one of the Wubuy-speaking clans from the region. Ceremonial activities are still very important within the region and occur regularly. Numbulwar is a coastal community 150km from Ngukurr on an unsealed dirt road, which can be affected by the wet season around December- April each year.

### **The Position**

We are seeking a friendly, dynamic and dedicated person to be our Studio Coordinator. The Studio Coordinator is responsible for artist development and support; this includes supporting artist projects, studio operations in Ngukurr and Numbulwar, and the delivery of a high standard exhibition program. Working closely with the Ngukurr and Numbulwar Art Centre Managers, the Studio Coordinator must maintain and promote the artistic and cultural integrity of the Art Centres. Under the guidance and vision of Aboriginal Boards of Directors, all staff are ultimately responsible to these respected senior artistic and cultural leaders. It's a challenging and exciting opportunity to collaborate with a wonderful team of dedicated artists and their communities.

The Studio Coordinator will live in a large two-bedroom house in Ngukurr community. At times, this house will be shared with the visiting manager, or other arts practitioners.

The Studio Coordinator will work in Ngukurr for three weeks a month, and Numbulwar for one week a month. During most of the year, the Studio Coordinator will drive from Ngukurr to Numbulwar, however at times flying may be necessary due to weather.

This role is a 12-month contract, with the possibility of extension.

## **Key Responsibilities**

The Studio Coordinator is responsible for delivering the artist development program and studio operations of both organisations, which includes:

- Supporting and mentoring a dynamic group of artists, through strong and respectful relationships, to produce, market and sell high quality art
- Working with the artists to ensure completion of individual and group projects/works in line with project and exhibition timelines
- Organising the studio space and preparing for artists each day including but not limited to; paint preparation, washing brushes, cleaning the space, materials storage, materials preparation etc
- Ensuring good daily workflow, and artist support for their practice
- Coordinating the supply of art materials, including materials ordered in from outside community as well as the harvest of local bush materials
- Ensuring all artworks are catalogued to a high quality, and supporting arts workers in this task as needs be
- Maintaining up to date professional artist biographies and files
- Maintaining efficient administrative procedures required in the day-to-day operation of the Art Centre
- Maintaining organisational assets including buildings and vehicles
- Assisting with other day-to-day operational tasks at the Art Centre when required (assist with gallery display, cataloguing, pack and freight, tour groups and visitors, general administration etc)
- Respecting and encouraging maintenance of Indigenous language, culture and traditions
- Other tasks, as required

## **About You**

This role calls for a well-rounded, adaptable individual with the ability to work respectfully and compassionately in a cross-cultural context. It is well-suited for a self-motivated, highly organised individual committed to creating lasting artistic, economic and cultural benefits for the community.

The successful candidate will have experience in the planning, management and delivery of projects, with a passion for artist development, arts production and Indigenous art. They will need to work closely with artists on creative possibilities and stay informed of contemporary art market and trends.

Before applying, please consider that this is a challenging role that requires living in a remote environment, regularly travelling between two communities and navigating complex social, political and cross-cultural issues. If you are up for the challenge and the great rewards that come with it, we'd love to hear from you!

## **Selection Criteria**

### *Essential:*

1. Tertiary qualifications or relevant work experience in art, community development, or Indigenous arts
2. Demonstrated ability to operate with a positive and professional approach in a complex and changing environment
3. Demonstrated excellent interpersonal and communication skills, including the ability to work effectively with a diverse range of people
4. Demonstrated ability to plan, manage and deliver projects in a timely manner
5. Demonstrated ability to work independently and use initiative
6. Demonstrated ability to use technology for marketing, social media and online sales

### *Desirable:*

1. Experience working in remote Indigenous communities with an understanding of traditional and contemporary Indigenous arts and culture

*Aboriginal and Torres Strait Islander People are strongly encouraged to apply*

## **Requirements:**

- Manual driver's license (4WD + Long distance driving experience highly regarded)
- Ochre card
- National Police Clearance

## **How to apply:**

- A short cover letter outlining your interests, experience and suitability for the position
- A response to the selection criteria
- A current CV
- Two professional referees

Combine the above into one pdf and email application to [info@ngukurrarts.com](mailto:info@ngukurrarts.com)  
Applications close Wednesday 27<sup>th</sup> August at 5pm ACST  
Any questions, feel free to contact Holly on 0477 755 997