

Injalak Arts Aboriginal Corporation

Candidate recruitment guide September 2025

Art and Culture Centre Manager

We appreciate your interest in applying for a role with Injalak Arts Aboriginal Corporation. This guide is designed to help candidates navigate the recruitment process.

Applications close at 11 pm on 2 November (extended from 12 October) 2025.

About Injalak Arts

Injalak Arts and Culture (formerly Injalak Arts and Crafts) has been operating for 40 years, with its core art and culture centre building – still in daily use – completed 35 years ago. We are based in Gunbalanya (Oenpelli) in West Arnhem Land, surrounded by the stone country escarpments and floodplains of Kakadu, and also serve artists living on surrounding homelands.

The art and culture centre supports more than 150 registered artist members in a community of around 800 adults. Our members work across painting on bark and paper, fibre art from earrings to large-scale wall hangings, woodcarving and screenprinted textiles. Their practices are deeply connected to Country, family and cultural traditions, with many works echoing the colours, styles and stories of the renowned rock art on Injalak Hill, just behind the centre.

Injalak Arts is a dynamic art and culture centre. Alongside our thriving art production, we operate a significant tourism program, manage a large site and play a central role in community life.

Injalak Arts is an Aboriginal-owned corporation, governed by an elected board of directors, registered with ORIC and operating as a not-for-profit charity.



Injalak Arts, Gunbalanya

Overview of roles

Art and Culture Centre Manager

This role is responsible for the stable operation, sustainability and development of Injalak Arts as an Aboriginal community-controlled enterprise, ensuring the organisation continues to meet its mission to support artists, members and the community. Reporting to the Injalak Arts Board of Directors, the Art and Culture Centre Manager provides leadership to support environmentally, culturally and economically sustainable operations.

The role requires significant management experience, cross-cultural communication skills, sound business and financial acumen and knowledge of Aboriginal art, art markets and marketing (online, socials, print media etc.), as well as retail expertise.

The Art and Culture Centre Manager will listen deeply to directors and artist members, while also representing Injalak Arts to funders, stakeholders, government, visitors and partners. Working with the board of directors, the position oversees income generation from art sales, rock art tours, workshops and grants, translating strategic plans into action through effective team leadership and sound organisational management.

The Art and Culture Centre Manager is responsible for leading the team and ensuring the smooth delivery of Injalak Arts programs and day-to-day operations. This includes supporting a thriving studio, maintaining strong relationships with artists living in the homelands, guiding the delivery of programs and activities and overseeing the care of the art and culture centre's community collection.

Board of directors – governance and community

Injalak Arts supports the people of Gunbalanya and its outstations through sustainable and culturally appropriate employment and creative opportunities. The organisation works to relieve hardship, raise social esteem by recognising the economic and cultural value of Aboriginal art and encourage young people to engage in art and culture centre activities.

By providing employment, training, mentoring and support of art-making, Injalak helps transfer cultural knowledge and artistic skills while building capacity in artistic, social and business areas. Injalak maintains a safe and healthy workplace and develops community enterprises that build a strong financial base for long-term cultural, social and community development.

A board of 12 directors controls the organisation's business. Directors are elected by the membership and oversee the running of the corporation on behalf of all members. They make decisions about the corporation's affairs and set the direction for managing the centre. The directors work closely with the Art and Culture Centre Manager in planning, developing and maintaining a sustainable organisation.

Position description – Art and Culture Centre Manager (full-time, 38 hours per week)

Reports to: Injalak Arts Board of Directors

Direct reports: Art and Culture Centre staff including arts workers

Profile

We are seeking an experienced arts and business manager with a strong track record in leading an art and culture centre, regional gallery or comparable organisation.

You will bring excellent communication skills and at least three years' cross-cultural experience, ideally working with Aboriginal and Torres Strait Islander artists and communities. A respectful, service-focused approach will underpin your ability to work with directors, build trust with members and strengthen community wellbeing.

Strong financial management and business development skills will be critical to sustaining operations, growing income from art sales, tours and workshops and securing long-term support from government and philanthropic partners.

Resilient, grounded and self-motivated, you thrive in remote settings and are inspired to contribute through this unique leadership role at Injalak Arts.

Duty statement

1. Leadership and relationship management

- Facilitate and support strong Aboriginal community-controlled governance of the corporation and art and culture centre
- Advise and support directors on strategic direction and overall management
- Work with directors, members and staff to implement strategic and business plans
- Foster a safe, respectful workplace culture that values mentoring, collaboration and learning
- Maintain strong relationships with members, the Gunbalanya community, homelands and key stakeholders including funders, government, peak bodies such as-ANKA, tourism operators and partner organisations

2. Artistic development

- Support artists through culturally informed projects, exhibitions, licensing and commercial opportunities
- Oversee quality, documentation and sale of artworks in the art and culture centre, online and at exhibitions and art fairs
- Ensure cultural knowledge and protocols guide all artistic and business practices

3. Governance

- Support directors to strengthen governance and decision-making
- Respect cultural authority and leadership structures
- Ensure compliance with the *CATSI Act*, ORIC reporting and all statutory requirements

4. Financial management

- Manage budgeting, forecasting and operational administration
- Work with the accountant on financial reporting, compliance and audits
- Grow and diversify revenue across sales, tourism, grants and partnerships
- Oversee organisational assets, including vehicles, buildings, equipment and site maintenance

5. Human resource management

- Lead and support a skilled team, encouraging Aboriginal employment and participation
- Ensure workplace policies and safety standards are met
- Provide staff with clear direction, training and development opportunities

6. Marketing, sales and business development

- Strengthen Injalak Arts' brand and profile nationally and internationally
- Support sales, tourism and retail activities to generate sustainable income
- Build partnerships that expand markets and funding opportunities

7. Facilities management and capital projects

- Oversee the upkeep of buildings, grounds, vehicles and equipment
- Plan and deliver capital works aligned with the strategic plan
- Ensure the art and culture centre remains safe, functional and welcoming for artists, staff, visitors and the community

Key selection criteria

1. Senior leadership experience in an Aboriginal art and culture centre, arts organisation or comparable community enterprise, with relevant tertiary qualifications or equivalent experience
2. Strong cross-cultural skills and cultural competence, with the ability to listen, learn and work respectfully with Kunwinjku people and related cultures
3. Demonstrated knowledge of Aboriginal art in Arnhem Land and its place in the wider Australian and international art worlds, with proven ability to deliver culturally grounded projects and exhibitions
4. Proven capacity to lead and support staff, build an effective team and foster a safe, respectful and positive workplace culture
5. Sound financial and business management skills, including budgeting, reporting, revenue generation, grant writing and acquittals, and the ability to communicate financial information clearly to the directors and members
6. Strong relationship management and communication skills, with the resilience to work effectively in a small team, in a remote setting, and with a wide range of community, government and industry stakeholders

Desired experience/qualifications

- Experience in developing and managing tourism activities, including tours, workshops and visitor programs, to grow and diversify revenue alongside sales, grants and partnerships

- Prior experience living and working in a remote Aboriginal community
- High level of personal resilience and emotional stability, with the ability to navigate the challenges of remote living calmly and constructively

Other requirements

- Experience reporting to and working with an Aboriginal board of directors is highly regarded
- Current driver licence, with experience driving a 4-wheel drive in remote settings (or willingness to undertake training)
- Willingness to live in a remote community and travel as required
- A National Police Certificate that should have been completed within the last 3 months and a valid NT Ochre Card or equivalent working with children clearance

Salary and conditions

Salary and relocation

- Base salary: \$100,000 to \$120,000 per annum
- Statutory superannuation: currently 12%
- Salary packaging is available up to the threshold permitted for a Public Benevolent Institution (PBI)
- A relocation allowance will be agreed with the preferred candidate and reimbursed on successful completion of the probationary period
- Annual return travel to your place of residence will be covered up to a value of \$1,500 after completion of 12 months' service

Leave

- Six weeks' paid annual leave, with 17.5% leave loading
- Up to 6 days' time-in-lieu per annum and a maximum of 2 days per quarter (subject to prior approval and does not accrue year on year)
- Additional leave entitlements as per statutory requirements

Accommodation and facilities

- A furnished 2–3-bedroom house is provided rent-free
- Utilities including electricity, water and limited internet are provided at no cost
- A 4-wheel drive vehicle is available for personal use

Further information

Injalak artists

Injalak artists work across a wide range of media including ochre paintings on bark and paper, fibre works from small woven objects to large-scale mats and wall hangings, hand screenprinted textiles, carvings in wood and stone and limited-edition prints. Their work has been exhibited nationally and internationally.

The art of Injalak is recognised as a major continuation of the rock art traditions of West Arnhem Land, which are among the most important and extensive bodies of rock painting in the world. The aesthetic and cultural connections between contemporary Injalak works and the ancient imagery of Injalak Hill position these artists within one of humanity's oldest continuous artistic lineages. Their use of natural ochres and depiction of ancestral creation beings, ceremonial designs and ecological knowledge connects them with the classic bark painting traditions that became prominent in Australian art history from the mid-20th century, while also inspiring new approaches in fibre art, textiles and printmaking.

Injalak Arts is central to the lives of its members, providing a pathway for economic independence, creative expression and cultural transmission. Through the art and culture centre, members sustain a practice that is both contemporary and deeply rooted, contributing to the story of Aboriginal art as one of the most significant movements in global art today.

The community, access and facilities

- Gunbalanya (formerly known as Oenpelli) is located on the edge of Arnhem Land, about 300 km east of Darwin, near the western border of Kakadu National Park, with a population of around 1,200 people, mostly Aboriginal.
- The community has a school, health clinic, police station, two community stores, a childcare centre, airstrip and a range of sporting and community facilities.
- Gunbalanya is on the floodplains of the East Alligator River and is accessible by road in the dry season (via Cahills Crossing) and by air year-round; in the wet season, access is usually only by light aircraft. Visitors typically require a permit from the Northern Land Council.

Opportunities and challenges

Injalak Arts is a large art and culture centre with historical significance. The board of directors has identified key challenges for the new Art and Culture Centre Manager and team including:

- ensuring financial stability and driving long-term sustainability planning
- strengthening Injalak Arts' profile in the art market and increasing revenue through sales
- building internal management capabilities
- developing the Injalak Arts exhibition schedule, licensing and marketing channels
- conceptualising projects that promote and develop the artists and engage the outside world

The application process

Before applying, it is important to carefully review the role description, the salary package offered and the type of employment.

The application process is straightforward. Submit a cover letter and a current CV before the closing date on 2 November 2025. After applications close, the recruitment committee, which includes Injalak directors and industry representatives, will evaluate applications and select candidates to invite for an interview.

Please send your application to Hannah Williams at contactus@theengagedspace.com.au. Contact Hannah for a confidential discussion.

Your application should include:

- a cover letter, outlining what you can bring to the role and addressing the key selection criteria (max. 2 pages)
- your current CV (max. 4 pages)

Aboriginal and Torres Strait Islander people are encouraged to apply.

Eligibility for employment

To be considered for employment, you must be an Australian citizen or permanent resident or hold a valid work permit or visa that allows you to work in Australia.

Interview and assessment

Interviews typically last 45 minutes and include questions corresponding to the key capabilities highlighted in the role description. You might also be asked to complete a verbal, written or presentation assessment to better evaluate your suitability for the role. This assessment can take place during the interview or at a later stage.

After the recruitment committee has recommended you for a position at Injalak Arts, we may contact you to arrange an onsite interview and go over the specifics of the offer, including salary, benefits and start date.

Reference and other compliance checks

We only conduct reference checks for candidates who are being considered for employment. Typically, we require 2 references, including at least one from one of your previous supervisors.

As part of our hiring process, we require a National Police Certificate that should have been completed within the last 3 months. See the position description for other checks and licence requirements.