



POSITION DESCRIPTION

POSITION TITLE:	Art Centre Manager	
DIVISION / SECTION:	Maningrida Art Centre	
SUPERVISOR:	Chief Operating Officer	
STATUS (FTE):	1.0 FTE	
NO. OF POSITIONS REPORTING DIRECTLY:	Up to 10	

ABOUT BAWINANGA HOMELANDS ABORIGINAL CORPORATION [BHAC]:

Bawinanga Homelands Aboriginal Corporation (BHAC) is a progressive Aboriginal corporation based on Kunibídjí country in Maningrida. We represent and support approximately 4,000 Aboriginal people across 32 Homelands in West Arnhem Land. Our work is carried out in the context of people's traditional lands, cultural practices and languages.

BHAC exists to support safe, strong people connected to country through culture, language and land. Our work is guided by values of respect and trust, commitment to community wellbeing, cultural authority, collaboration, innovation and best practice.

BHAC delivers a wide range of community services, employment programs and enterprises across Maningrida and surrounding Homelands, working in partnership with community, government and other stakeholders. All roles contribute to strengthening governance and administration, improving Homelands livelihoods, promoting health and wellbeing, caring for country, and ensuring culture remains strong.

BHAC works as one organisation to support homelands and community. All roles operate within BHAC's governance, policies and cultural protocols, and contribute to shared priorities and outcomes. Employees are expected to work respectfully with others across programs, follow agreed ways of working and decision-making, and support a coordinated, whole-of-organisation approach.

ABOUT MANINGRIDA ARTS & CULTURE

Maningrida Arts & Culture is one of Australia's oldest Aboriginal community-controlled not-for-profit art and culture centres, established in 1963 and supported by BHAC. Recognised as one of the country's leading centres for contemporary Aboriginal art, it supports artists from Maningrida and surrounding homelands across 12 distinct language groups. The art centre works in partnership with artists to promote and market contemporary fine art, facilitate artwork sales, support professional artistic careers, coordinate cultural projects and trips on Country, and manage copyright and licensing. Through this work, Maningrida Arts & Culture plays a vital role in sustaining cultural practice, creating economic opportunities for artists and their families, and sharing the rich artistic and cultural traditions of north-central Arnhem Land with audiences in Australia and internationally.

PURPOSE OF THE POSITION

The Art Centre Manager is responsible for the strategic leadership and day-to-day management of Maningrida Arts & Culture (MAC), overseeing all aspects of the art centre's operations. This includes artist support and artwork production, exhibitions and retail activities, sales and stock management, artwork conservation, cultural tourism, financial and budget management, grant applications and acquittals, and the delivery of special projects and community initiatives.



The role requires demonstrated leadership within the arts and cultural sector, strong business and administrative capability, and the ability to build and maintain effective relationships with artists, staff, community members, funding bodies and external stakeholders. Working with a high degree of autonomy, the Art Centre Manager is responsible for ensuring operations are delivered in accordance with BHAC policies and procedures, financial delegations, cultural protocols, relevant legislation and funding requirements.

KEY RESPONSIBILITIES

- Lead the day-to-day operations of MAC, ensuring the effective production, presentation, exhibition, promotion and sale of artworks through the Art Centre, retail partners, online platforms, art fairs and other local, national or international opportunities.
- Support artists to develop sustainable artistic careers by identifying exhibition, marketing and sales opportunities, developing artist profiles, coordinating sales enquiries and seeking new markets.
- Work collaboratively with the Cultural Liaison Officer, Arts & Culture Subcommittee and artists ensuring all activities are undertaken in accordance with cultural protocols and appropriate cultural guidance.
- Oversee the management, documentation, conservation, storage, packing and freight of artworks, maintaining accurate artwork records, cataloguing, stock control and artist payments through SAM and other relevant systems
- Protect the intellectual property, copyright and cultural integrity of artists and BHAC, through appropriate management of artwork documentation, photography, digital assets, licensing and public presentation.
- Develop exhibition proposals and coordinate exhibitions, consignment agreements and partnerships with galleries, retailers, museums and other organisation, obtaining Executive approval where required.
- Identify and pursue funding opportunities and contribute to grant applications and acquittals as required with support from management and the grants officer.
- Lead, supervise and support Art Centre staff by providing direction, mentoring and training, fostering a collaborative, culturally safe and efficient workplace.
- Provide input into operational budgets, monitor expenditure and comply with BHAC financial delegations, procurement and approval processes, policies and legislative requirements.
- Build and maintain positive relationships with artists, community members, staff, visitors, government agencies, funding bodies, industry partners and other stakeholders through effective communication and professional representation of the Art Centre.
- Ensure the Art Centre's facilities, public areas and artist workspaces are safe, sustainable, fit for purpose and managed in accordance with workplace health and safety requirements.
- Identify continuous improvement opportunities across Art Centre operations, systems, sales, stock control, artist support, tourism and stakeholder engagement.
- Undertake other duties consistent with the position, skills and experience, as reasonably directed by the supervisor.

SELECTION CRITERIA

Essential:

- Demonstrated experience managing an art centre, gallery, museum or arts and cultural organisation, including artist support, exhibitions, retail operations, sales, stock management and stakeholder engagement.
- Demonstrated cross-cultural competency and the ability to work collaboratively and adaptively, recognising the importance of cultural protocols, community priorities and flexible ways of working
- Tertiary qualifications in arts, arts management, art history or a related discipline, or equivalent relevant experience.

BAWINANGA HOMELANDS ABORIGINAL CORPORATION



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- Strong knowledge of the Australian Indigenous visual arts sector and broader arts industry networks, including galleries, museums, collectors, funding bodies and other industry stakeholders.
- Demonstrated experience in exhibition development and curatorial practice, including artwork documentation, collection management, display and installation.
- Proven leadership, people management and organisational skills, with the ability to supervise staff, manage competing priorities and foster a positive, collaborative workplace.
- Sound financial and business skills, including the ability to provide budget input, work within approved financial constraints, monitor expenditure and comply with financial delegations and procurement processes.
- Demonstrated business and financial management skills, including budget management, grant applications and acquittals, consignment agreements, contracts, compliance and reporting.
- Highly developed written and verbal communication, negotiation and stakeholder engagement skills, with the ability to build productive relationships across community, government and other industry stakeholders.
- Demonstrated commitment to protecting artists' intellectual property, copyright and Indigenous Cultural and Intellectual Property (ICIP) while supporting appropriate commercial outcomes.
- Current C Class Manual Driver Licence, and the ability to obtain and maintain a National Police Check, Ochre Card and First Aid Certificate.

Desirable:

- Experience working within an Aboriginal Community Controlled Organisation, Aboriginal Corporation or not-for-profit organisation.
- Experience living and working in remote communities, particularly within Aboriginal or Torres Strait Islander and/or culturally diverse communities.
- Knowledge of and proficiency with using the SAM (Stories, Art and Money) database or similar collection management systems.
- Additional training or certificates relevant to arts practice, ceramics, creative development, conservation, gallery operations or cultural tourism.
- Experience in creative development, cultural tourism, public programs or visitor engagement
- 4WD driving experience in remote environments.

Acknowledgement & Approval:

DISCLAIMER: *The responsibilities listed in this Position Description are intended as a guide only and may be varied from time to time to meet organisational and operational needs. Employees may also be required to undertake other reasonable duties within their skills, competence and training as directed.*

By signing this Position Description, I confirm that I have read and understood the duties and requirements of my position as described above. I agree to and acknowledge the expectations required of me.

Date: _____

Name: _____

Signature: _____