



DUTY STATEMENT: MANAGER

Position: Manager – fulltime
Reporting to: Board of Directors, Spinifex Arts Project Aboriginal Corporation
Salary: \$105,000 plus accommodation, allowances and above award conditions
Contract: to 30 June 2029 and renewable
Location: Tjuntjuntjara community, Western Australia

Background

Spinifex Arts Project Aboriginal Corporation, established in 2014, is an *Anangu* (Aboriginal) controlled, community-based arts enterprise representing approximately 40 Pitjantjatjara artists from Tjuntjuntjara community, in Western Australia's Great Victoria Desert. An extremely remote location, Tjuntjuntjara is 700 kilometres northeast of Kalgoorlie and 200 kilometres west of the South Australian border.

The purpose of Spinifex Arts Project is, and the objects for which the Association is established are:

- ▶ The relief of poverty, suffering, distress and misfortune among members of the Tjuntjuntjara and Ilkurlka communities through the creation of sustainable and culturally appropriate employment and economic activities;
- ▶ To raise the social esteem of community members by recognising the economic and cultural value of Aboriginal art;
- ▶ To encourage young people in the community to become involved in art centre activities, providing them with employment opportunities, facilitating the transfer of cultural knowledge and artistic skills, and enabling participation in fulfilling activities;
- ▶ To provide training for the development of artistic, social and business skills;
- ▶ To provide a safe and healthy space for artists and others to work, free from the effects of violence and substance abuse, and with access to appropriate and nutritious food, and monitoring of medical needs.

The Art Centre is strongly supported by its artists and governed by an active and representative Board of Directors.

Although Spinifex Arts Project (SAP) is small, the quality and integrity of the work is widely recognized. This reflects SAP's approach of focussing on creative and cultural excellence and taking a very strategic approach to the art market.

Critical response has been excellent, with positive reviews and appearances in national media. Works have been acquired by numerous public collections and demand is strong. These successes have created financial stability for Spinifex Arts Project, with the strong sales complemented by long-term operational support from the Federal Government. In turn, this stability enables SAP to maximise support for artists and provide the best possible studio and professional development settings.

There are currently two fulltime positions at Spinifex Arts Project – the Manager and Assistant Manager – and both positions are being recruited for. As such, Spinifex Arts Project encourages applications from couples or collaborators who are interested in the role/s.

Manager – overview

The Manager is responsible for the management of all aspects of Spinifex Arts Project including arts and artist support, administration, financial management, servicing an Indigenous governing body, marketing/sales/promotion, funding and cultural development/maintenance. The Manager will support and encourage the development of artworks, mentor artists and assist their vision for cultural maintenance and development.

For any questions about the position, please contact Tim Acker on 0410 038 226 or tim@tracker.net.au

Applications close at 5pm Western Standard Time on Tuesday 5 May 2026.

JOB DESCRIPTION

OVERVIEW

The role of the Manager is to deliver a high-quality arts enterprise for the artists and community of Tjuntjuntjara. The Manager will lead the design and delivery of activities that generate social, creative and commercial opportunities for Spinifex Arts Project's artists. At the centre of this model is the production of high-quality works of art, generated by a holistic and highly professional artists studio.

The Manager has overall responsibility for the day-to-day management and operations of the enterprise. You will be employed by the Board of Directors, Spinifex Arts Project Aboriginal Corporation and, in collaboration with the Directors and artists, oversee all aspects of the Corporation's financial management, governance and administration.

You may be required to travel to regional and interstate industry events, supporting the artists to attend and participate. You are also required to supervise the Assistant Manager and support and mentor a number of Aboriginal arts workers.

DUTIES

Arts and Cultural Support

- ▶ Organise and support the professional development of the artists through training and skills workshops and appropriate professional opportunities.
- ▶ Support and facilitate artists to produce, market and sell high-quality art.
- ▶ Administer artists' copyright and intellectual property rights.
- ▶ Ensure the studio is ready for use by artists and provide creative opportunities to both established and new artists.
- ▶ Travel with artists as required to attend exhibitions, events, on-country camps and meetings.
- ▶ Monitor artists output to ensure work is set aside for exhibition, awards and tours.
- ▶ Identify and facilitate training development opportunities for artists and staff.

Administration - General

- ▶ Maintain best practice administrative procedures required in the day-to-day operation of the art centre including correspondence, business documentation, stock control, wholesale sales, reporting, financial management, contract management.
- ▶ Adhere to the principles of good governance applicable to an Aboriginal Corporation.

- ▶ Document, using the Stories Art Money (SAM) database, artworks and artists' biographical details.
- ▶ Prepare and acquit funding submissions in consultation with the Board of Directors.
- ▶ Maintain equipment, vehicle, buildings and facilities ensuring that they are in line with OH&S standards.
- ▶ Organise workshops.

Governance

- ▶ Instigate regular meetings of the members and Board of Directors, ensuring meetings are conducted and documented in a valid manner.
- ▶ Develop and review art centre policy with members and the Board of Directors as required. Implement these decisions/policies upon approval by the Board of Directors.
- ▶ Encourage awareness and knowledge of good governance practice by the Board of Directors and members.
- ▶ Respect and support Anangu culture and tradition.
- ▶ Maintain a cooperative, flexible and harmonious relationship with members, the Community Council and community members, as well as external stakeholders.
- ▶ Other duties as directed by the Board of Directors.

Marketing/Sales/Promotion

- ▶ Develop/maintain/implement marketing and sales strategy for approval by the Board of Directors.
- ▶ Organise exhibition programs with commercial galleries and public institutions.
- ▶ Maintain supply of stock to partner galleries. Identify and develop new markets.
- ▶ Prepare and produce promotional material.
- ▶ Develop new and cultivate existing relationships with Aboriginal art industry professionals and institutions.

SELECTION CRITERIA

Essential

- ▶ Highly developed aesthetic and curatorial skills, with a proven ability to assess works of art, nurture artistic talent and provide structured and sensitive feedback to artists.
- ▶ Proven ability to work, live and communicate in a cross-cultural environment and negotiate complex social and cultural issues.
- ▶ An understanding of the contemporary Aboriginal art sector, ideally with experience of arts administration.

- ▶ Ability to manage a business, including staff management, financial administration and efficient office procedures.
- ▶ Flexibility, ability to multitask and work in a high-pressure environment.
- ▶ Proficient IT skills.
- ▶ Proven capacity and maturity to live and work in a remote, busy and often challenging environment.
- ▶ Current manual drivers' licence and the capacity to travel in remote areas.

Desirable

- ▶ Understanding of copyright and intellectual property issues.

The successful applicant will be required to obtain a National Police clearance and Working with Children clearance (on acceptance of position, and conditional to contract offer).

APPLICATIONS

Applications must include a cover letter, current CV and statement addressing the selection criteria. Please include the details of two recent/relevant referees.

Applications that do not address all selection criteria will NOT be considered.

Applications close on Tuesday 5 May at 5pm Western Standard Time. Late applications will be at the discretion of Spinifex Arts Project.

Your application should be marked Confidential and must be submitted by email to:
tim@tracker.net.au