



DUTY STATEMENT: ASSISTANT MANAGER

Position: Assistant Manager – fulltime
Reporting to: Board of Directors, Spinifex Arts Project Aboriginal Corporation
Salary: \$90,000 plus accommodation, allowances and above award conditions
Contract: to 30 June 2026 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.

Assistant Manager - overview

The Assistant Manager supports the Manager in all aspects of Spinifex Arts Project's work, including arts and artist support, administration, financial management, servicing an Indigenous governing body, marketing/sales/promotion, funding and cultural development/maintenance. The Assistant Manager will support 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 Assistant Manager is to support the Manager with their responsibilities. These include providing arts and artist support, administration, servicing an indigenous governing body, marketing/sales/promotion, funding and cultural development/maintenance. The Assistant Manager will assist with 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 Assistant Manager has help with all aspects of 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 work under the direction of the Manager.

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, support and mentor a number of Aboriginal arts workers.

DUTIES

Arts and Cultural Support

- ▶ Assist the Manager in delivering a program of support and services for artists.
- ▶ Maintain the SAP studio space, including managing all artists supplies.
- ▶ Encourage Aboriginal employment whenever possible, including the support, training and mentoring of Anangu staff.
- ▶ Provide support for cultural maintenance activities, including bush trips etc. Identify and implement strategies to safeguard and strengthen cultural resources.
- ▶ Support artists' copyright and intellectual property rights.
- ▶ Travel with artists as required to attend exhibitions, events, on-country camps and meetings.

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.
- ▶ Support the preparation and acquittal of funding submissions, in consultation with the Manager.
- ▶ Maintain equipment, vehicle, buildings and facilities ensuring that they are in line with OH&S standards.

Governance

- ▶ Provide support for the Spinifex Arts Project Board of Directors.
- ▶ Governance training for Board members.
- ▶ Coordination of Directors meetings and the AGM.
- ▶ Assistance to Directors on all compliance and governance requirements.
- ▶ Organizing opportunities and logistics to enable artists and members to access and attend external training, meetings and development opportunities.

SELECTION CRITERIA

Essential

- ▶ Demonstrated experience in the delivery of Aboriginal arts and/or community arts services/projects, and an understanding of the broader Aboriginal and Torres Strait Islander visual arts sector.
- ▶ Highly developed aesthetic sense and the ability to assess works of art, particularly as they relate to the Aboriginal art market, with some curatorial experience preferred.
- ▶ An understanding of working with and reporting to Aboriginal people and communities and to perform in a cross-cultural environment.
- ▶ Ability to work cooperatively in a small team.
- ▶ Proven written and oral communications skills.
- ▶ 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 that do not address all selection criteria will NOT be considered.

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

Applications close on Monday 5 May 2026 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