



Wilurarra Creative Program Coordinator

Position Description

Location: Mirlirrjarra (Warburton) Community, Ngaanyatjarra Lands, WA

Reports to: Directors, Wilurarra Creative

Job Type: Full-time, Permanent

Remuneration and Benefits

- **Salary:** \$80,000 - \$90,000 per annum (dependent on experience) plus a remote area allowance of \$4,333 per annum, paid fortnightly
- **Superannuation:** 12% compulsory employer non-contributory superannuation.
- **Leave:** 8 weeks paid leave per year:
 - 4 weeks annual leave
 - 4 weeks of non-accruable remote leave with travel subsidy provided (as this remote leave must be taken every three months)
- **Accommodation:** Furnished housing provided, including power and water.
- **Hours:** 38 hours per week, Monday to Friday, with occasional evening and out-of-hours work required.

The two Program Coordinators will work together as part of a small intercultural team to ensure that Wilurarra studios remain open year-round.

About Wilurarra Creative

Wilurarra Creative builds strong communities and opportunities through arts-based training, skills exchange, and creative practice, contributing to contemporary expression of Ngaanyatjarra culture. Wilurarra is the primary resource through which 16-30-year-old Ngaanyatjarra people living in their lands can explore and express Ngaanyatjarra culture in the context of contemporary Australia.

Wilurarra Creative is a project of Warburton Community Inc. It began 22 years ago as Warburton Youth Arts, arising from a need for young people to access technology, facilities, and training in contemporary arts practice that was not otherwise available in the community. Wilurarra was built by the community for the younger members of the community and is considered a vital component of the cultural life of Warburton.

Wilurarra Creative maintains a best practice model for Community Arts and Cultural Development (CACD) through:

- Co-creation of all projects with Ngaanyatjarra people.
- Creative engagement to effect meaningful change in the lives and communities of its participants.
- Partnerships with exceptional professional arts workers/creative mentors.
- Flexibility in program delivery to adapt to the skills and interests of participants and respect the local community and cultural commitments of participants.

Our studios are community hubs and incubators providing ongoing programs and facilities that are vital in our Ngaanyatjarra Lands context. These include:

- Music composing, rehearsal and recording studios along with musical instruments
- Computer and internet access
- Equipment for digital photography, video, graphic design, and editing.
- Digital archives and file storage.
- Screen printing facilities; tools for metalwork and sculpture.
- Wilurarra Mangka (hair) Salon: a multipurpose space used for social change hairdressing, styling and fashion performance projects along with visual arts, photography and exhibitions.

These facilities represent the only post-school creative and skills pathway, and the only program targeted at Ngaanyatjarra young adults (16–30 years old). Wilurarra Creative resources young adults to navigate what it means to be a Ngaanyatjarra person in contemporary Australia. Wilurarra exists because Ngaanyatjarra people do not want to move from their lands.

About the Location

Wilurarra Creative's very remote home is Mirlirtjarra (Warburton) Community, WA. 97% of residents mainly speak Ngaanyatjarra with English as a second or third language. Mirlirtjarra is the largest community and central service point for approximately 2,100 Ngaanyatjarra residents based in ten communities spanning an area larger than Victoria. Mirlirtjarra is a 1,000km drive on predominantly unsealed roads from the nearest regional town and accessible by a regular chartered mail plane service. The region is notable for rich Ngaanyatjarra culture and stunning desert landscapes.

About the Role

Under the supervision of the Wilurarra Creative Directors, the Program Coordinators have responsibility for the day-to-day operations of Wilurarra Creative's programs and spaces.

The Program Coordinators maintain a daily presence at the studios and are the first point of contact for Ngaanyatjarra young adults, and other community members using them. This role is community-facing and relationship based, requiring approachability, consistency and a willingness to learn.

This role supports self-directed learning by Ngaanyatjarra adults through regular, reliable access to tools, equipment and basic training. Creative programming is delivered by visiting creative mentors, Ngaanyatjarra staff and participants. The Program Coordinators prepares for and supports that work.

The role is both hands-on and operational, involving maintenance of equipment and facilities, supply and storage, logistics and recurring administration and reporting.

These positions come at an exciting time of growth for Wilurarra as the program expands its facilities and what it can offer on the Ngaanyatjarra Lands.

Organisational Relationships

Wilurarra Creative is a program of Warburton Community Inc. and reports directly to the Warburton Community Development Advisor and the Warburton Community Board.

The Program Coordinators report to the Wilurarra Creative Directors and work alongside Ngaanyatjarra staff, cultural workers and visiting creative mentors.

Responsibilities

- Build and develop respectful cross-cultural working relationships with Ngaanyatjarra staff, participants and community members.
- Manage access and use of the studios as well as arranging logistics and promoting activities.
- Ensure Wilurarra's program and studios open and operate consistently, and act as the first point of contact for participants, staff and community members.
- Maintain a strong focus on the needs and creative aspirations of 16-30 year old yarnangu.
- Support participants use of studio equipment and computers, including basic troubleshooting.
- Ensure technical and production needs are met for staff, cultural workers and visiting mentors during projects and activities.
- Work with the team to build engagement and develop opportunities for creative practice and skills sharing.
- Coordinate maintenance of buildings and equipment as required.
- Manage supply, storage and inventory, allowing for remote delivery cycles.
- Ongoing administration and reporting, including staff timesheets, artist payments, project documentation and use of materials (footage, photos, music etc).
- Basic maintenance of the digital archive including back-ups.
- Work with the on-the-ground team to maintain consistent operations and shared ownership of ongoing work.

About You

- Respect for Ngaanyatjarra community protocols and a genuine willingness to work cross-culturally, take direction, keep learning.
- Practical, hands-on approach and willingness to troubleshoot.
- Reliability and follow-through, with the capacity to complete work under limited supervision.
- Competence with everyday computer systems (macOS and Windows) and programs (e.g. Microsoft Office, Dropbox, Slack).
- Ability to balance working responsively at community pace while keeping on top of administration.
- Clear communication skills, the ability to connect with a wide range of people.
- Confidence in holding clear and consistent boundaries.
- Discretion in handling confidential and culturally sensitive information.
- Resilience and effective self-care strategies.

- Comfortable working both independently and as part of a small team.

Experience living or working in a remote community, mentoring or training especially with young First Nations people or with communities impacted by racism and disadvantage, an understanding of CACD principles, technical or IT skills and skills in any of Wilurarra's creative areas will be viewed favourably.

Support and Supervision

- Working as part of an experienced, long-term, supportive team (manager has 16 years' experience living on the Ngaanyatjarra Lands).
- Comprehensive induction and cultural awareness. Along with ongoing support for learning and cultural engagement as part of your role.
- Access to external professional supervision in accordance with Wilurarra's wellbeing framework.
- Regular paid remote leave entitlements.

Requirements

- Must possess or have the ability to obtain a Working with Children Check, a National Police Clearance and a pre-employment medical.
- Current driver's licence (Wilurarra's vehicle is manual).
- Permit to enter the Ngaanyatjarra Lands (Wilurarra will arrange this).

How to Apply

To apply, please email the following to jobs@wilurarra.com:

- A brief cover letter outlining your interest in the role and relevant experience.
- Your CV of no more than two pages.

We welcome discussions about this unique role. For any queries, please email Silvano Giordano, Wilurarra Creative Co-Director, via jobs@wilurarra.com.