



POSITION DESCRIPTION: MANAGER

- Position:** Art and Culture Centre Manager (full-time, 38 hours per week)
- Reporting to:** Board of Directors
- Salary:** \$110,000 plus super
- Allowances:** Fully furnished, 3 b/r house, rent free, including utilities
Six weeks leave plus time off in lieu by negotiation and leave loading
Salary sacrifice options
Relocation expenses and annual airfare of \$1,500
4WD with limited personal use
- Direct reports:** Studio Coordinator, Guest House Coordinator and arts workers
- Contract:** One year, renewable
- Location:** Wurrumiyanga (formerly Nguuiu), Northern Territory

Background

Established in 1969, Tiwi Design is one of the oldest and most artistically diverse remote art and culture centres in Australia. Located in the Aboriginal community of Wurrumiyanga on the southeast corner of Bathurst Island, about 80 km north of Darwin, Tiwi Design facilities include an original print studio from 1980, a retail shop and gallery, collection store and archive, pottery, painting and carving studios, office, outdoor facilities and Tiwi Design Guest House visitor accommodation.

The aim of Tiwi Design is to promote, preserve and enrich Tiwi culture. A board of 9 directors controls the organisation's business. Directors work closely with the Art and Culture Centre Manager in planning, developing and maintaining a sustainable organisation.

Artists at Tiwi Design produce ochre paintings on canvas and bark, ironwood carvings, screen-printed fabrics, ceramics, bronze and glass sculptures as well as limited edition prints. Tiwi Design has an active membership of around 55 people and represents about 160 Tiwi artists. They have exhibited nationally and internationally. Tiwi Design artists have been finalists and award winners in the Telstra National Aboriginal and Torres Strait Islander Art Awards among others.

During the dry season, Tiwi Design offer tours from Darwin offering a unique opportunity for visitors to immerse themselves in the vibrant culture of the Tiwi people. Visitors experience community and cultural life by speaking with artists, touring the centre and creating an artistic memento in the studio.

Tiwi Design recently constructed a building that will soon open as a new museum. The centre's collection of ceramics, sculptures, fabric, pukumani poles and ochre paintings represent the depth of Tiwi traditions and their connection to history and culture.

The Tiwi people's stories are part of their art. Artists draw heavily on their ancient creation stories, collective Tiwi memory and their personal interpretations of traditional designs when creating their artwork, which reflects their unique *Jilamara*. The term *Jilamara* comes from the body painting that accompanies Tiwi ceremonies like the *Pukumani* (funeral) and *Kulama* (initiation/yam) ceremonies. Tiwi art, often rendered with natural ochre pigments, signifies the geometric patterns and designs used in these ceremonies.

Artist members see Tiwi Design as a pathway to address community needs. Strong art, prosperity from art sales, employment opportunities for local people and an Aboriginal-led organisation all help preserve and pass on culture and build a resilient community.

There are currently two fulltime positions at Tiwi Design – the Manager and Studio Coordinator – and both positions are being recruited for. As such, Tiwi Design encourages applications from collaborators or couples who are interested in these role/s.

Manager: Overview

The Manager is responsible for the stable operation, sustainability and growth of Tiwi Design including arts and artist support, administration, financial management, servicing an Indigenous governing body, marketing/sales/promotion, funding and cultural development/maintenance.

The role requires a combination of management experience, cross-cultural communication skills, business skills and art market knowledge. The Manager is required to listen deeply to the Board of Directors and artists and to communicate effectively with a wide range of people and organisations.

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

Applications close at 5pm Central Standard Time on Monday 2 November 2026.

DUTY STATEMENT

OVERVIEW

The Manager's role is to deliver a high-quality arts enterprise for the artists and community of Wurrumiyanga. The Manager will lead the design and delivery of activities that generate social, creative and commercial opportunities for Tiwi artists. At the centre of this model is the production of high-quality works of art, generated by a 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, Tiwi Design Aboriginal Corporation and, in collaboration with the Directors and artists, oversee all aspects of the Corporation's financial management, governance and administration.

We are seeking an experienced manager with a strong track record in leading an arts and culture centre, regional gallery or a comparable creative organisation. The Manager needs exceptional communication skills, with a minimum of three years' experience working cross-culturally – ideally with Aboriginal and Torres Strait Islander artists and communities.

A respectful, service-focused approach will underpin your ability to build trust and support community wellbeing. Sound financial management skills will be critical to sustaining operations and securing long-term funding from key government and private partners.

Resilient, grounded and self-motivated, you thrive in remote settings and are inspired by the opportunity to contribute through this unique leadership role.

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 several Aboriginal arts workers.

DUTIES

1. Leadership and relationship management

- > Advise and support the Board of Directors on Tiwi Design's management and strategic direction, including developing and implementing business plans.
- > Foster a positive, inclusive workplace that embraces change, continuous learning, mentoring and collaboration.
- > Build and maintain relationships with members and stakeholders, including industry bodies, funders, contractors, tourism operators and local organisations.

2. Artistic development

- > Support artists to develop professionally through culturally informed projects, licensing arrangements and commercial art opportunities.

- > Manage the exhibition schedule.
- > Ensure the quality, documentation and sale of artworks across all platforms, including exhibitions, art fairs and online.

3. Governance

- > Work with the Board of Directors on strong governance and decision-making.
- > Respect and uphold traditional law and leadership structures.
- > Ensure compliance with the CATSI Act and all other relevant legislation.

4. Financial management

- > Work closely with the accountant to ensure effective financial management and compliance, including budget.
- > Identify opportunities to grow revenue and new funding opportunities.
- > Prepare and manage funding and maintain strong partnerships with government and non-government funders.
- > Ensure the Stories Art and Money (SAM) database is accurately maintained.

5. Human resource management

- > Foster Indigenous employment and participation.
- > Ensure staff and artists follow workplace policies and procedures.
- > Provide staff with the tools, training and supervision to perform effectively.
- > Coordinate mentoring and training and performance management.

6. Sales and marketing

- > Lead strategies to protect and grow Tiwi Design's brand and public profile.
- > Support staff in driving sales and delivering local, national and international marketing.
- > Assist with the delivery of the tours and related tourism opportunities.

7. Facilities management

- > Oversee the maintenance and use of Tiwi Design's buildings including guest accommodation, vehicles and equipment.
- > Lead planning and delivery of future upgrades, including staff housing.
- > Ensure the studio and surrounding grounds are safe, functional and welcoming work environments.

SELECTION CRITERIA

Essential

1. Tertiary qualifications or equivalent experience in a relevant field such as visual arts, community development or arts and cultural management.
2. Strong understanding of the Aboriginal and international art worlds and ability to deliver culturally grounded projects and exhibitions locally and nationally.

3. Proven ability to lead and manage staff, build a cohesive team and foster a positive, respectful workplace culture.
4. Sound financial literacy, including budget preparation, grant writing and acquittals.
5. Ability to work effectively in a small team in a remote and high-pressure environment.
6. Excellent communication, listening, cross-cultural and interpersonal skills.
7. Cultural competence and a willingness to listen, learn and engage with Tiwi culture.

Desirable

- > 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.
- > Experience of the Stories Art and Money (SAM) database or similar cataloguing system.

Other requirements

- > Current driver's license, with experience in 4-wheel driving 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 three months and a valid NT Ochre Card (working with children clearance) or equivalent.

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 2 November at 5pm Central Standard Time**. Late applications will be at the discretion of Tiwi Design.

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