



POSITION DESCRIPTION: STUDIO COORDINATOR

Position: Studio Coordinator (full-time, 38 hours per week)

Reporting to: Art and Culture Centre Manager

Salary: \$87,000 plus super

Allowances: Fully furnished, 2 b/r unit, 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
Vehicle with limited personal use

Direct reports: Arts workers

Contract: One year, renewable

Location: Wurrumiyanga (formerly known as Nguu), 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.

Studio Coordinator: Overview

The Studio Coordinator supports the Manager in many aspects of Tiwi Design's work, including arts and artist support, administration, servicing an Indigenous governing body, marketing / sales / promotion, funding and cultural development/maintenance.

The Studio Coordinator's primary task is to support high-quality studio and creative practice by Tiwi artists.

This role suits a versatile self-starter who is passionate and knowledgeable about Aboriginal and Torres Strait Islander art, and who approaches relationship-building in community with patience, respect and cultural humility.

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 role of the Studio Coordinator is to support the Manager in running a vibrant, busy and important community enterprise. Your focus will be on planning and delivering arts and professional development pathways and programs. You will be confident in assessing artworks, recognising artistic potential and supporting creative development, while ensuring the studio runs smoothly and professionally.

The Studio Coordinator will assist with the design and delivery of activities that generate social, creative and commercial opportunities for Tiwi Design's artists. At the centre of this model is the production of high-quality works of art.

The Studio Coordinator will also help with all aspects of the day-to-day management and operations of the enterprise. You will be employed by the Board of Directors, Tiwi Design 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 several Aboriginal arts workers.

DUTIES

1. Studio operations

- > Manage the day-to-day operations of the artist's studio.
- > Oversee studio workflows, ensuring artists have access to the materials, equipment and support they need.
- > Coordinate studio administration and management, including:
 - supervising and mentoring arts workers and coordinating training and skill development.
 - working with the Manager to apply for and manage funding for creative activities and projects.
 - maintaining studio equipment.
 - ensuring safe work practices are always followed.

2. Arts development

- > Work with the Manager to plan and deliver a program of arts development activities that build the skills of both emerging and established artists, including:
 - delivering an annual calendar of professional development workshops encompassing current and new media.
 - organising bush trips to collect natural materials and support cultural activities.
 - supporting new artists to engage with the studio and development programs.

3. Exhibitions and sales

- > Work with the Manager to promote and sell high-quality artwork, including:
 - planning an annual schedule of exhibitions, markets and art fair or industry events.
 - maintaining partnerships with galleries, institutions and collectors.
 - photographing artworks, recording stories, updating biographies and updating the Stories Art and Money (SAM) database.
 - supporting marketing, social media and publicity activities.
 - packing and freighting artworks.
 - managing agreements and consignments with galleries.

4. General responsibilities

- > Travel with artists to exhibitions, events, on-Country trips and meetings when required.
- > Assist with day-to-day art centre operations, including:
 - gallery display and presentation of public spaces.
 - tour group and visitor engagement.
 - general administration and support.
- > Attend staff meetings and report to the Manager and board of directors as required.

SELECTION CRITERIA

Essential

1. Relevant tertiary qualifications or equivalent experience in visual arts, community arts or a related field.
2. Demonstrated ability to support and develop artists, including practical skills in studio practice such as paint mixing and materials preparation.
3. Proven ability to build relationships and work respectfully in cross-cultural settings, preferably with Aboriginal communities.
4. Experience in end-to-end project management, from planning through to delivery.
5. Ability to plan, coordinate and deliver studio-based skills development workshops.
6. Knowledge of the Aboriginal art sector and broader art world.

Desirable

- > Prior experience living and working in a remote Aboriginal community.
- > Excellent communication and listening skills, combined with cultural competency and curiosity.
- > Personal resilience and stability, with a calm outlook that will support effective self-management and help navigate the challenges of remote living.

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