Papunya Tula Artists Pty Ltd
www.papunyatula.com.au

Job Description

Remote Art Worker

Position title:	Remote Art Worker
The Company:	The Papunya Tula art movement began in 1971 and in 1972 the artists successfully established their own company. The Company is entirely owned and directed by traditional Aboriginal people from the Western Desert, predominantly of the Luritja/Pintupi language groups. It has 50 shareholders and now represents approximately 80 artists. The aim of the company is to promote individual artists, provide economic development for the communities to which they belong, and assist in the maintenance of a rich cultural heritage.
Reporting to:	General Manager and Business manager
Salary Package:	Commencing $75,520 per annum, includes 12% superannuation and remote travel allowance. Re-location assistance may be negotiated. Leave entitlements include 6 weeks annual leave with 17.5% leave loading and annual flight allowance on completion of first year
Hours:	Full-time, 38 hours per week
Location:	Residency based in Alice Springs NT with remote travel to Kintore and Kiwirrkura for 12-19 days each trip

This position requires regular travel to the communities of Kintore and Kiwirrkura working directly with artists in two established studios as part of a team of Remote Art Workers. Whilst at the studios the Remote Art Worker is to assist in the provision and facilitation of an environment that is conducive to the creation of high-quality artwork.

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Duty Statement

Enter into non-directional creative and critical dialogue with individual artists in regard to specific works of art, in a manner that assists in the fulfillment of the artist's creative vision.

Provide relevant advice to artists in regard to technical and conservation requirements.

Establish extensive and effective relationships with company directors, shareholders, artists and community members, through regular field trips and communicate their concerns and requirements to the Manager and Business Manager.

Interview artists and accurately document works of art and biographies.

Ensure accurate cataloguing of artworks: photographing and catalogue numbering of artworks to correspond with written documentation.

Be responsible for the preservation and care of artworks completed in the field and ensure their safe delivery to the gallery in Alice Springs.

Be responsible for the care and supervision of company property, including vehicles and accommodation. Completing the vehicle checklist before departure and upon arrival back in Alice Springs. Bringing any maintenance issues to the attention of the management.

Ensure clean, safe working and living environments.

Assist in the day-to-day running of the gallery whilst on rotation in Alice Springs and carry out duties as directed by management.

Maintain orderly control and distribution of supplies of goods and materials including, but not restricted to frames, paint, canvas, and brushes etc.

Other duties as required.

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Selection Criteria

Essential

a. Demonstrated ability to maintain strict confidentiality, reliability and trustworthiness.

b. Demonstrated communication skills, both oral and written. Ability to effectively communicate with, and be sensitive to, the cultural protocols and needs of Aboriginal people within a cross-cultural environment. Excellent negotiation skills are required when dealing with artists and members of the public.

c. Ability to travel regularly to Aboriginal communities for periods of 12 to 19 days or as required by the company. Ability to take direction from management and prioritise your work.

d. Possession of a Northern Territory manual driver's license or the ability to obtain one at the time of commencement of the role.

e. Demonstrated ability to be adaptive, support others and the ability to work in a close team environment. Demonstrated ability to work and live cohesively with colleagues in remote locations.

f. Demonstrated computer skills including proficiency with word processing, e-mail, internet and data base applications. Experience using programs such as MS Word and Excel on PC and or Macintosh platforms.

Highly Desirable

Understanding and knowledge of Western Desert painting traditions and capacity to recognise significant works of art.

Experience with general maintenance and driving 4WD vehicles in remote areas.

Previous art centre administration experience within the Aboriginal art industry.

Experience in, or knowledge of basic conservation, handling and storage requirements for preservation of paintings.

Familiarity with one or more of the following languages – Pintupi, Luritja or Warlpiri.

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Applicant Information

In your application you must address the selection criteria and demonstrate your competency and suitability for the vacancy. Include examples of your experience and knowledge. You must meet all essential selection criteria to be considered for the vacancy.

Please attach a cover letter and forward a current copy of your resume noting three professional referees.

Successful applicants will be required to undergo a criminal history check before the selection process is finalised.

Applications should be marked to the attention of 'The Manager, Papunya Tula Artists Pty Ltd' and forwarded by one of the following methods:

email: art@papunyatula.com.au
post: PO Box 1620 Alice Springs NT 0871
fax: 08 8953 2509

For further information please contact the Manager, Papunya Tula Artists Pty Ltd, by email: art@papunyatula.com.au or telephone: 08 8952 4731, Monday to Friday 9am to 4pm

Closing date for all applications: Friday 27th November 2026