

Barkly Regional Arts

**Barkly Regional Arts: Studio Coordinator**

Employment type: Full time, 38 hours per week
Reports to: Visual Arts Manager
Contract duration: 1 year
Salary: $75,000 pa, plus accommodation provided and access to salary sacrifice

**About the role**
Working under the direction of the Visual Arts Manager, the Studio Coordinator coordinates the day-to-day operations of the Tennant Creek Art Studio. You'll keep the studio running smoothly, including material preparation, artwork documentation, database maintenance, artist support and studio sales. This role is hands-on and community focused.

The Studio Coordinator is based at Barkly Regional Arts in Tennant Creek. At times you will be required to travel to outstation studio sites and other locations to support Barkly Regional Arts' participation in arts, cultural and community events.

**Responsibilities**

*Studio operations*

- Manage the studio's day-to-day operations. Maintaining an organised and productive studio environment.
- Oversee and contribute to material supply and preparation, including ordering materials, stretching canvases and mixing paint
- Support the Outreach Coordinator in delivering the outreach program, including preparing materials and possible travel to outstation studios
- Art sales. You will be required to actively engage with customers and visitors delivering high quality and informed customer service on site, off site, and in events and art fairs.

- Coordinate freight within Australia and overseas
- Maintain equipment, facilities and other assets
- Assist in training, supervision and support of studio staff
- Assist with artist pickups and drop-offs, coordinated with studio staff

*Administration*

- Manage the database (SAM): photograph artworks to a high standard, catalogue them in a timely manner, and keep artist biographies and stories up to date and exhibition ready
- Assist with preparing exhibition contracts and consignment lists
- Ensure that online sales website is kept up to date, and that online sales are processed and orders are packed for postage

*Arts and cultural support*

- Assist the Visual Arts Manager in implementing Barkly Regional Arts' artistic program
- Support artists in arts-related and general matters
- Promote artistic and professional development through facilitation and non-directional feedback, in a way that supports each artist's creative vision
- Promote collaborative decision making with artists and arts workers
- Work with artists, individually and in groups, to support project and exhibition timelines
- Help facilitate artist professional development and training through exhibitions, projects, festivals, forums, conferences and other events
- Respect existing cultural leadership frameworks and protocols, and adhere to the Barkly Arts Code of Conduct

*Relationships*

- Build and maintain strong relationships between Barkly Regional Arts and other services in Tennant Creek and remote communities, including identifying possible collaborations
- Liaise with key stakeholders, including commercial and public galleries, collectors and service providers
- Assist the Visual Arts Manager, Studio Outreach Coordinator, Executive Officer and other staff as required

You may also be asked to undertake other duties as directed by the Visual Arts Manager, and to relieve the Art Centre Manager during extended periods of leave.

**Selection criteria**

*Essential*

- Background or demonstrated experience in the arts, including Indigenous arts or related fields

- Ability to work professionally, calmly and positively in a dynamic cross-cultural environment
- Proven ability to build relationships and work respectfully in cross-cultural settings
- Strong interpersonal and communication skills, with the ability to engage effectively and build respectful relationships with artists, staff, visitors and key stakeholders
- Demonstrated experience supporting or coordinating creative projects, programs and exhibitions
- Highly organised, with the capacity to work independently, manage time and use initiative
- Confident use of digital tools for cataloguing, database maintenance and online sales, including familiarity with or ability to learn Adobe Lightroom and Photoshop, and Microsoft Suite
- Adaptable, resilient and resourceful in a demanding work environment
- Current driver's licence and experience in 4WD driving on unsealed roads, or ability to undertake 4WD training

*Highly desirable*

- Experience working in remote Indigenous communities
- Demonstrated understanding of art materials, colour theory and colour mixing, and care and conservation of artworks

**Application Process**: To apply for the position of Studio Coordinator at Barkly Regional Arts, please submit a cover letter and resume outlining your qualifications, relevant experience, and interest in the role. Applications should be sent to admin@barklyarts.com.au Shortlisted candidates will be contacted for interviews.

Barkly Regional Arts is committed to fostering a diverse and inclusive workplace. We encourage applications from individuals of all backgrounds, including Aboriginal and Torres Strait Islander peoples.