# Position Description

## STUDIO COORDINATOR – TJARLIRLI & KALTUKATJARA ART

### Location

Kaltukatjara (Docker River), NT, with regular travel to Tjukurla, WA, and national events

### Employment Type

Full-Time, 12-month contract (flexibility to be discussed at interview)

### Salary and Benefits

- **Salary:** $75,000 - $85,000 per annum (pro-rata)
- **Superannuation:** In accordance with industry standards
- **Salary Sacrifice:** Available
- **Onsite Accommodation:** Provided
- **Time off in lieu** (TOIL)
- **Relocation assistance** package.
- **Travel Allowances:** For exhibitions and industry events
- **Professional Development Opportunities**

### About the Organisation

Tjarlirli & Kaltukatjara Art represents artists from Tjukurla in the Ngaanyatjarra lands (WA) and Kaltukatjara (Docker River) in the Pitjantjatjara lands (NT). Established in 2006, our art centre has strong ties to the Papunya Tula movement and is known for its cultural significance and artistic excellence.

Our artists exhibit with leading galleries such as 8 Hele Gallery, Vivien Anderson Gallery, Aboriginal Contemporary, Outstation Gallery, and Short St Gallery. They also regularly participate in national art prizes, professional development workshops, and cultural projects.

The art centre is a place for employment, training, cultural practice, storytelling, and creative development, ensuring the ongoing transmission of knowledge between generations.

## About the Role

The Studio Coordinator plays a vital role in supporting the creative and professional development of artists by:

- Maintaining a well-functioning studio space
- Coordinating exhibitions and marketing
- Maintain records in Microsoft 365 and SAM database
- Supporting training and mentoring for artists and arts workers
- Facilitating bush trips and return-to-Country trips for artists

This position is based in Kaltukatjara with regular travel to Tjukurla and national events.

## Key Responsibilities

### Artistic and Professional Development

- Build strong relationships with artists to support their professional growth
- Maintain a safe, organised, and well-stocked studio space
- Oversee materials and equipment, including safe transport of artworks
- Provide hands-on studio support (priming, paint mixing, canvas prep)
- Facilitate training, mentoring, and employment pathways for staff, Directors, and artists
- Organise bush trips with artists to source materials and connect with Country

### Sales and Marketing Activities

- Assist in curating exhibitions and developing marketing strategies
- Manage and update the website and social media platforms
- Develop relationships with galleries, buyers, and arts organisations
- Coordinate travel and logistics for exhibitions and art markets
- Attend art fairs, exhibitions, and festivals, assisting artists with set-up and sales
- Ensure accurate documentation of artworks using the SAM database
- Protect artists' copyright and intellectual property rights
- Assist with grant writing and funding submissions

### Strategic, Operational, and Governance

- Uphold Traditional Law and cultural leadership frameworks
- Ensure compliance with the Indigenous Art Code and cultural protocols
- Support the Board of Directors with governance processes and meeting documentation
- Assist in strategic planning to achieve the art centre's long-term goals
- Build partnerships with stakeholders, including funding bodies and industry networks
- Supervise and mentor Art Workers and volunteers

## Selection Criteria

Essential

- Tertiary qualification in visual arts or equivalent industry experience
- Experience in facilitating art creation and supporting artists in a studio environment
- Understanding of Indigenous cultural practices and traditions in artmaking
- Experience in studio management and working with artists
- Knowledge of Aboriginal art markets (domestic and international)
- Experience in arts marketing, exhibition coordination, and critical art assessment
- Proficiency in Microsoft 365 and the SAM database
- Strong teamwork, problem-solving, and communication skills
- Manual driver's licence and ability to travel
- Ability to live and work in a remote community (awareness of climate, limited services)
- Current police check or willingness to obtain one

Highly Desirable

- Experience working in intercultural settings with Aboriginal communities
- Experience supervising and training staff
- Remote area travel and 4WD experience
- Familiarity with grant writing and funding submissions

## Reporting Relationships

- **Reports to:** Arts Centre Manager
- **Supervises:** Art Workers and volunteers (as required)

## Work Conditions and Requirements

- Standard working hours, with flexibility required for travel, exhibitions, and events
- Regular travel to remote areas and some physically demanding tasks
- Some weekend and evening work required for exhibitions and events
- Accommodation provided for the duration of employment

## Professional Development Opportunities

- 4WD training for safe remote travel
- Attendance at art markets, peak body conferences, and exhibitions across Australia
- On-the-job mentorship and training from experienced professionals

## Code of Conduct and Cultural Protocols

- Compliance with Tjarlirli Art's Code of Conduct and community cultural protocols
- Respect for Indigenous governance structures and decision-making processes

## Recruitment, Selection and Appointment Standards

As an equal opportunity employer, it is the Art Centre's intention to appoint the most suitable person to a vacant position. The recruitment and appointment process is guided by the following standards:

- Jobs are advertised widely
- Applicants are assessed fairly and consistently on relevant skills and experience
- Selection methods are free from bias, patronage, and nepotism
- Confidentiality is observed throughout

**Outcome:** Appointment of the best available person