

JOB DESCRIPTION: STUDIO ART WORKER



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JOB TITLE: Studio Art Worker

JOB TYPE: Part-time, 20 hours per week, 1 year contract

LOCATION: Iltja Ntjarra Art Centre, 29 Wilkinson St.

SUPERVISOR: Art Centre Manager

RESPONSIBILITIES: Be a cultural worker. Protect Aboriginal art and culture for the future and promote understanding of local law, rules, languages and manners. Work in a team with art centre staff to support artists and look after the studio to keep the art centre business strong. Be committed to what is best for your art centre. This is an Aboriginal identified position.

AWARD: Amusement, Events and Recreation Award link below:
www.fairwork.gov.au/pay/minimum-wages/pay-guides

AWARD CLASSIFICATION: Level 2

MAIN JOBS:

- Collect and record artists' stories
- Photograph and document art works and artists' portraits
- Safely handle and store artworks in organised spaces Interpret and translate for artists and non-Aboriginal staff
- Set up studio for artists, prepare and give out art materials
- Prepare art materials:
 - Cut paper, tape on backing board, mark edges
 - Stretch canvas, prime canvas, un-stretch finished canvases, mix paint colours, organise and wash paint pots
- Show artists how to care for materials and equipment
- Maintain a clean and safe workspace - follow workplace health and safety rules
- Clean and tidy the studio and stores including wet wiping, mopping and disinfecting daily
- Arrange artists' meals
- Assist elderly / disabled artists with equipment and materials and a comfortable work set up
- Organise and travel with artists on country visits/ field trips /material collection (*tjanpi*, *punu*, *ininti* etc) trips
- Keep track of art supplies, help studio coordinator do orders

Duties may also include:

- Assist with sales and marketing
- Transport artists to and from the art centre, clean the art centre vehicle
- Shop for the art centre

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- Receive and unpack deliveries of artwork supplies into storeroom
- Assist with special events, such as markets, festivals and exhibitions
- Travel to events with artists as a support worker
- Create videos for presentations, website, social media

QUALIFICATIONS AND TRAINING:

The Studio Art Worker position includes professional development and on the job training.

Willingness or ability to obtain the following (select):

- Digital camera and photography training
- Driver's license
- First aid certificate
- Safe food handling
- Industry engagement professional development (where does the art go?)
- Conservation (looking after artworks) professional development
- Consult with (listen and take advice from) elders and community on cultural matters
- National Police History Check

SKILLS:

- Can work in a team and by yourself
- Checks own work to be accurate
- Computer literate
- Initiative - can find jobs that need doing without being asked
- Can take direction from manager, senior art workers or the board
- Maintains art centre confidentiality (doesn't share private art centre business)
- Can prepare art materials or do training to learn how

PERFORMANCE GOALS:

- Attend work on time for the expected hours
- Communicate with art centre manager before taking time off from work e.g. sick, sorry business, family, ceremony
- Complete your work tasks carefully, with pride and to a high standard
- Join in and talk up in team meetings
- Work as a team and communicate well with everyone
- Help solve problems that come up in the art centre
- Follow the art centre's Code of Conduct and rules
- Understand work health and safety (OH&S) report hazards, accidents and incidents
- Respect other staff, artists and customers
- Support art centre staff to maintain a respectful, safe and non-violent workplace