



Minyma Kutjara Art Centre Manager

Minyma Kutjara (two sisters) Arts Project, formally known as Irrunytju Artists is an Aboriginal owned art enterprise located in Irrunytju (Wingellina) Community, on the Ngaanyatjarra Lands of WA, 12km from the tri-state border of SA and NT.

Minyma Kutjara Arts Project is a part of the Irrunytju Community Aboriginal Corporation and is the central creative hub of the community where artists, young and old, create artworks, share stories, and pass on knowledge. Working in a diverse range of mediums, with a strong connection to culture, Country and community, artists continue tradition while creating a sustainable business model for future generations.

The Art Centre Manager position is a unique opportunity to experience living in a remote community and work alongside artists to help develop their practice and support the Art Centre to grow.

The role of the Manager is to support the delivery of high-quality arts and cultural programming for Minyma Kutjara Arts Project.

The Manager will help design and deliver activities that generate social, creative, professional, and economic opportunities for Minyma Kutjara artists. With an ability to communicate sensitively and effectively with Aboriginal people in accordance with community protocols and customs.

Possessing strong financial, analytical, and operational skills to effectively manage the administration of the Centre, the Manager will act as an 'agent' for artists, art sales, leasing copyrights, manage commissions, contracts, and art fairs.

What will we offer you?

Remuneration package inclusive of the below:

- Base Salary of \$74,382 per annum (Level 4.1)
- Annual remote district allowance of \$4333
- 8 weeks leave per annum
- 17.5% leave loading on 4 weeks annual leave
- An annual airfare allowance of \$2353
- 3 additional airfares
- Fully furnished accommodation including utilities
- Work vehicle for work purposes
- Relocation expenses provided



What will you do?

Arts and Cultural Support

- Support and inspire the professional development of arts and cultural expression at Minyma Kutjara Arts Project.
- Coordinate and manage the studio in Irrunytju for use by community members of various age and experience and in multiple mediums, including attracting new artists.
- Design and deliver arts and cultural programming, including skills development, workshops, and audience engagement for Minyma Kutjara members.
- As per the agreement with the artists group, support and facilitate artists to produce, market and sell high quality art.
- Travel with artists as required to attend exhibitions, events, on-country camps, and meetings.
- Coordinate production through to final sale of artworks. Including works for exhibition and consignment.
- Monitor artists output to ensure work is set aside for exhibition, awards, fairs, and tours. Incl. Desert Mob, Revealed and Tarnanthi.
- Identify and facilitate training development opportunities for artists and staff, including arts worker training and support.

Studio Operations

- Responsible for ordering, managing, and distributing professional grade art materials.
- Support cultural development/maintenance, including opportunities for inter-generational transmission of knowledge and cultural expression.
- Supervise and support arts and cultural workers.
- Coordinate and support the display and sale of art and cultural work in Irrunytju for tourists, visitors etc.

Administration

- Responsibility for the daily operations of the Minyma Kutjara Culture Centre.
- Ensure that quality processes are followed, including photography, collation of stories, cataloguing and ensuring the SAM database is accurate and up to date.
- Regular communication with stakeholders, including email and telephone correspondence, participate in meetings and provide written reports as required.
- Always work within the operational budget and follow procurement procedures.
- Responsible for sending invoices to be paid to the accountant.
- Manage funding, including grant writing, reporting, and acquitting grants.
- Support good governance.



- Ensure the rights of members are upheld, including copyright, intellectual and cultural property, resale royalty and the Australian Indigenous Art Code of Conduct.
- Comply with relevant occupational health and safety legislation and ensure safe work practices are observed.
- Support the identification and sourcing of funding for programming, operations, and professional development.
- Maintain and promote the artistic and cultural integrity of Minyma Kutjara.
- Develop and maintain productive working relationships with community and external stakeholders.
- Maintain Social Media accounts and website, including online sales.

SELECTION CRITERIA – What would you bring to the team?

- Relevant qualifications, or substantial experience in arts administration or a related discipline.
- An understanding of contemporary Aboriginal art practice or the broader visual arts and craft industry.
- Demonstrated understanding of the arts sector, such as copyright, intellectual and cultural property, resale royalty rights etc.
- Demonstrated experience with studio-based arts practice and artwork handling.
- Demonstrated computer skills and developed written skills to secure and submit grant applications, acquittals, and reports.
- Demonstrated understanding of the contemporary Indigenous arts industry.
- Well-developed time management and multi-tasking skills with experience in meeting critical deadlines.
- Proven capacity and maturity to live and work in a remote, busy, and often challenging, cross-cultural environment.
- Ability to communicate sensitively and effectively with First Nations people in accordance with community protocols and customs
- Current manual drivers' licence and preferably some experience in remote area travel with the ability to drive a 4wd long distances on unsealed roads.
- Fully vaccinated against Covid-19, including Booster (once eligible)

Applications close 20th May 2022, unless position is filled prior.

To apply for this position, please submit a Cover Letter addressing the Selection Criteria and Resume to:

Kendall Williams

Human Resources Officer

Ngaanyatjarra Council Group



IRRUNYTJU

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Email: kendall.williams@ngcouncil.org.au