



Art Centre Manager

About Ali Curung

The Arlpwe Art & Culture Centre was officially opened on 27th June 2008 in Ali Curung, Northern Territory, Australia. Ali Curung is a remote community within the local government area of Barkly in the Northern Territory, it is located 4hours (377.5 km) north of Alice Springs and has a sealed road access from the Stuart Highway. Ali Curung has a small population of 550 people.

The Arlpwe Art and Culture Centre's members feel strongly that being able to paint and make traditional artefacts help the community to keep important elements of their culture alive for future generations.

Key Duties and Responsibilities

The Art Centre Manager reports directly to the board of directors and is responsible for providing leadership and strategic direction to Arlpwe Art & Culture Centre. Arlpwe Artists Aboriginal Corporation is a not-for-profit Aboriginal corporation registered in 2008 under the CATSI Act 2006.

Arlpwe Art Centre operates to support traditional culture and generate new art practices. Its business model operates on a combination of grant and earned income. To ensure future growth of the Centre, it is essential that this income be increased; a thorough knowledge of public and private/philanthropic funding sectors is also necessary.

The Art Centre Manager is responsible for managing the financial business activities with transparency and operating within a limited budget. This includes securing, managing and acquitting funding from a range of sources.

The Art Centre Manager will be responsible for effective operations, systems and policies and procedures and will maintain and develop strategic relationships with the arts, cultural, language, tourism, Indigenous and economic development sectors (both public and private).

The Art Centre Manager must support, encourage and guide the development of artworks, mentor artists and assist their vision for cultural maintenance and development. This includes management of sales, artist's materials, production processes, documentation of artworks and co-ordination of workshops, archival of cultural items and other professional development initiatives as required to support artists' careers.

To succeed in this position, the successful applicant must evidence the ability to work in a inter-cultural environment. Previous experience in a similar role will be highly regarded.

Selection Criteria

Candidates for the position of Art Centre Manager must address the following selection criteria:

Essential Criteria

1. Tertiary qualifications in arts/business management and/or extensive experience in arts management or similar role.
2. Demonstrated understanding of the role and significance of remote Aboriginal art centres, and the contemporary Aboriginal and wider visual arts market.
3. Excellent budgeting and financial management skills with experience in successful grant writing, reporting and fundraising.
4. Demonstrated effective strategic leadership and management of a culturally diverse team, with a positive and professional approach in a complex and changing environment, along with a willingness and ability to mentor and or train Indigenous art workers.
5. Solid experience in marketing and initiating social media and online sales to effectively promote the Art Centre, artists and their artwork.
6. Excellent interpersonal and communication skills, including the ability to consult, negotiate and liaise effectively with a diverse range of people.
7. Flexibility and capacity to live and work in a remote location including ability to travel within a large regional area.
8. Valid Police clearance check, Working with Children card and current Drivers Licence will be required.

Desirable Criteria

1. 4WD off road driving experience
2. Proficient with or willing to be trained in Microsoft Office, SAM Database or similar, and MYOB accounting software
3. Curatorial experience
4. Previous experience working for an Aboriginal organisation
5. Experience in managing community development/cultural tourism projects

Salary and Conditions

Base salary \$60,000-\$70,000 depending on experience and qualifications. 6 weeks annual leave plus additional leave loading and time in lieu. This is a 1-year contract with the possibility of extension subject to funding and performance.

Other benefits:

Low Rent – fully furnished 3 x bedroom house accommodation is provided. Limited vehicle usage: The Art Centre maintains a V8 2018, Toyota Troop Carrier for Art Centre business; however, it is also available to the manager for limited personal use.

INFORMATION FOR APPLICANTS

Selection involves a written application, an interview and reference checks. Successful applicant will also have a national (Federal) police clearance certificate.

The selection requirements (selection criteria) are described in the position description and please only apply if you meet the essential requirements for this position. Your application should comprise of the following documents.

1. **Covering Letter** – A summary of your background and suitability for the position should be addressed in the covering letter, without over emphasising or going into too much detail.
2. Response to each of the **Selection Criteria**
3. **Resume** (Curriculum Vitae) which comprises of:
A summary of your education, exhibition history, artistic skills and any other relevant information relating to your practice or activities/skills which are relevant to the position you are applying for
4. **Referees**, please provide names and contact details of two work related referees. All referees should be contacted for approval before nominating them.

Submitting your application

Your application must be marked as: Private and Confidential - Attention: Carmel Young Senior Program Manager.

Your application may be submitted as follows:

Email: programmanager@desart.com.au

Mail: PO Box 9219 Alice Springs NT 0871

Hand delivered: 11/54 Todd Mall, Reg Harris Lane.

For any further information please call Carmel Young 08 89534736

All applications must be received by 5pm 7th June 2019.