

POSITION:	Art Development Specialist (Art Coordinator)
LOCATION:	Alice Springs
AWARD/AGREEMENT:	Social, Community, Home Care and Disability Services Industry Award (SCHCADS) (Modern Award MA000100)
AWARD CLASSIFICATION:	Level 3
REPORTING RELATIONSHIPS:	Bindi Enterprises Operations Manager

The role of the Art Development Specialist (Art Coordinator) is to engage with artists to facilitate the production of artworks of a high standard, promote sales of artworks and facilitate the ongoing viability of the Bindi Mwerre Anthurre Artists studio.

DUTIES AND RESPONSIBILITIES:

1. Art production

- Organise the supply and maintenance of art studio materials for artists
- Be responsible for the safe and efficient storage, cataloguing, naming, and pricing of artworks in preparation for sale.
- Facilitate art program development activities to expand art programs and opportunities which includes local and state-based art sales business development opportunities.
- Promote the ongoing viability of the Bindi Mwerre Anthurre Artist studio through participation in arts industry events, sell artwork through non-traditional sales channels to the tourist and business consumer, and art awards whilst liaising with galleries to support the coordination of exhibitions.
- Facilitate the development and implementation of merchandising opportunities
- Promote sales of artworks and merchandise through BMAA website and social media through development of a sales strategy and event calendar.
- Source new funding opportunities and build funding pipeline whilst completing grant submissions, project management and acquittals as required
- Increase studio capacity to accommodate more artists and deliver financial sustainability

2. General

- Engage with artists to ensure the art program is responsive and participant-driven
- Ensure there is active choice, based on individual preferences and abilities
- Work alongside the Bindi Enterprises Operations Manager to collaborate with stakeholders to strengthen the capacity of the art program



- Oversee and work collaboratively with Senior Art Support Worker and studio staff to facilitate smooth operation of the art studio and events
- Work alongside studio and gallery staff to coordinate smooth transition of exhibitions in BMAA gallery
- Liaise with external stakeholders in the disability and arts industries to implement marketing strategies and enhance community engagement opportunities locally and in the NT.
- Secure and understand the NDIS funding model required for artist studio participation whilst maintaining their NDIS Support Agreements

3. Cultural Sensitivity and Awareness

- Develop knowledge and understanding of cultural backgrounds and perspectives and utilise this knowledge to inform your practice and support of people
- Embrace the cultural needs and views of the people we support and incorporate into their daily lives
- Value and respect the diversity of cultures in the process of implementing plans
- Ensure that support is linguistically and culturally appropriate to the needs of the people we support

4. Service Delivery and Continuous Improvement

- Demonstrate a commitment to Best Practice
- Ensure the Art Studio achieves its sales and financial budget each month and each year whilst monitoring expenditure and developing new business.
- Demonstrate an understanding of the relevant service standards and other essential industry standards
- Comply with all relevant position handbooks, guidelines, policies, procedures, and standards as directed by Lifestyle Solutions or Bindi Enterprises.
- Immediately report all incidents or situations that may negatively impact the health and wellbeing or reputation of people we support or the organisation, following organisational reporting protocols
- Oversee the maintenance, confidentiality, and safekeeping of files and documents as required

5. Contribute positively to the work of Lifestyle Solutions (Aust) Ltd

- Uphold the sentiments of Lifestyle Solutions Mission and Vision Statements, using the values to guide your work and decision making
- Promote the work and profile of Lifestyle Solutions and Bindi Enterprises in the community
- Contribute to consultations regarding strategy, policy and procedure development and operational aspects of the support we provide
- Build relationships and networks that provide opportunities for people to access and participate more effectively in the community and are aligned with the work of Lifestyle Solutions

SELECTION CRITERIA – *Art Coordinator*

Essential Knowledge and Skills:

1. Sound knowledge of arts and visual arts practice
2. Knowledge of the disability sector and experience working with people with a disability
3. Administration and computer skills to support arts administration and data entry.
4. Highly evolved organisational skills and the ability to work under pressure as part of a busy, creative team
5. High level communication and relationship management including the ability to develop and procure new business opportunities.
6. Personal initiative and ability to work autonomously and flexibly, with a self-motivated approach.
7. Commitment to, respect for and understanding of Aboriginal people, culture, community, and identity.
8. Current NT driver licence

Desirable Knowledge and Skills:

1. Qualification in visual arts
2. Experience and knowledge of the Aboriginal arts industry in Central Australia



Acknowledgement of Receipt of Position Description:

I, have read and understand the responsibilities of my employment as an Art Development Specialist (Art Coordinator) as outlined in this position description and accept these conditions.

Signed: _____

Date: _____

Return this page with your signed employment contract to:

People & Culture
Lifestyle Solutions
PO Box 81
Islington NSW 2296