



Full-Time Studio Coordinator

12 month contract (renewable) 3 months probation

About Papunya Tjupi Arts

Papunya Tjupi Arts is an Aboriginal owned Art Centre based in Papunya, the birthplace of the Western Desert art movement, 240km northwest of Alice Springs, in the Northern Territory.

Papunya is still home to renowned senior artists involved in the beginnings of this art movement. The Art Centre was established as a conduit for their expertise and experience to be passed on to the next generation: "We really want to teach our young people to paint too, and to teach our traditional culture through painting. This is very, very important to us." Michael Nelson AO, Artist, Founder Papunya Tjupi Art Centre, 2007.

The community was established in the late 1950's for the local Luritja, Pintupi and Anmatyerre people. During the 80's the homeland movement saw the Pintupi people move further west with the creation of Kintore and Kiwirrkurra communities. As a result, Papunya is now predominantly made up of Luritja speakers who may know as many as 5 local languages. Traditional culture is still very strong here with regular men's ceremony held in January and women's ceremony held in the middle of the year. The art centre is named after the main Tjukurrpa or Dreaming of the Tjupi or Honey Ant with the local hill, Warumpi Hill, in the shape of a honey ant.

Papunya Tjupi Artists and their creative practice

The Art Centre began in 2007 and has quickly established itself as a strong art centre that exhibits fine art paintings and prints both nationally and internationally. It now supports up to 100 artists from Papunya and the surrounding outstations with around 40 core artists working on a regular basis.

Papunya Tjupi artist's creative practice centres on reinventing traditional Tjukurrpa (Dreaming) stories. The artists have an inherent visual language that they continually reinvent in their contemporary art practices. This process allows the artists to reconnect with country and maintain their culture.

Papunya Tjupi is experiencing a significant period of growth and the next twelve months promises to be an exciting time. We have a rigorous fine art exhibition schedule and a number of exciting projects in the works, including several infrastructure projects and a developing Men's Art and Cultural Revival program. Papunya Tjupi is seeking a hard-working and motivated Studio Coordinator to help us tackle these opportunities and continue the artistic and financial growth of the organisation. This is a unique and exciting opportunity for an Art professional who would like to experience life and work in a remote Indigenous community.

To succeed in this position, the successful applicant must evidence the ability to work in a cross-cultural environment. Previous experience in a similar role will be highly regarded. The yearly salary range is \$55-\$60k (depending on experience) plus 9.5% superannuation. In addition, other competitive allowance and entitlements are also offered and will be discussed at the interview.

CLOSING DATE

Applications must reach our office by **9:00am Friday 26th July 2019**. The acceptance of late applications will be at the discretion of the Art Centre Manager.

FURTHER INFORMATION For more information regarding this position or the recruitment process please contact the Art Centre Manager on 0431 366 407. Your application may be submitted as follows: Email: recruitment@papunyatjupi.com.au

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. To achieve this Art Centres recruitment, selection and appointment process is based on the following standards.

- To advertise the job as widely as possible
- The applicant's skills, knowledge and abilities are relevant to the job, are fairly assessed.
- Selection methods and their application are free from bias, patronage and nepotism.
- Appropriate confidentiality is observed.

OUTCOME: THE BEST AVAILABLE PEOPLE ARE APPOINTED

INFORMATION FOR APPLICANTS

Thank you for your interest in the advertised job vacancy.

This documentation provides information to assist you in preparing your written application and to plan for the selection interview. Also enclosed is a Position Description.

Selection involves a written application, an interview and reference checks. Successful applicant will also need to apply for 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.

- 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.
- Resume** (Curriculum Vitae) which comprises of:
 - A summary of your employment history starting with the most recent. Please include dates, name of employer, position title and a brief description of your role.
 - Include any training courses you have done in the last two to three years
 - Any activities outside of work which are relevant to the position you are applying for
- 3. Referees**
 - Please provide names and contact details of two work related referees
 - Please describe the nature of working relationship with referee and all referees should be contacted for approval before nominating them.
- 4. Selection criteria responses**
 - Please respond directly to all of the selection criteria

Preparing for the interview

All interview questions will be work related – that is they will relate to the selection criteria for the position you have applied for. The same questions will be asked for every interviewee so please read the Position Description and selection criteria in preparation for your interview.

The interview

Please answer the questions fully without unnecessary details and where possible, relate your answers to direct experiences you have had. Feel free to ask questions to the panel.

Submitting your application

Your application must be marked as follows:
Private and Confidential - Attention: Art Centre Manager

Your application may be submitted as follows: Email: recruitment@papunyatjupi.com.au

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Position Description

Reporting to: Reports to the Papunya Tjupi Art Centre Manager

The Studio Coordinator will work alongside the Men's Development Facilitator, with oversight over Artswokers, trainees, casual staff and volunteers.

Supervision of staff: 3 part-time and 4 casual arts workers.

As studio Coordinator, you will:

1. Work with the Manager to facilitate quality art production and coordinate works for consignment and exhibition
2. Support the artistic and professional development of artists
3. Provide artists with social support when required such as driving them to and from home or outstations if required
4. Work closely with indigenous Artswokers, mentoring and training them in all aspects of the day-to-day requirements of the Art Centre
5. Coordinate Artswokers to ensure the studio is kept an organised, well-stocked, clean and safe space for artists to work in
6. Deliver customer service and sales to visitors at the Art Centre as well as coordinate the freight and packaging of artworks for exhibition, consignment and online sales
7. Ensure the supply and maintenance of art materials and ensure artists and arts workers use materials to the highest professional standards
8. Photograph art works to the highest possible standards and catalogue artworks using the art centres SAM database in conjunction with the arts workers
9. Update the artists stories and biographies/cvs on the SAM database as required and maintain accurate records of the art centres membership
10. Provide administration support to the Manager with regards to the general business and day-to-day operation of the art centre marketing and project support as instructed by the art centre Manager
11. Respect and encourage maintenance of Indigenous language culture and tradition
12. Assist with events such as bush trips, onsite exhibitions and art fairs
13. You may also be required to travel to meetings and events regionally and interstate supporting artists to attend industry events
14. Participate in professional development as required by the directors and manager.

Salary Package

1. Remuneration

- The yearly salary range is \$55-60k (depending on experience) plus 9.5% superannuation
- Salary sacrifice packaging is available (capped)
- 12 month contract (renewable)

2. Hours of work

37.5 hours per week. Usual hours will be Mon-Fri 9-5pm.

3. Travel

The Studio Facilitator will be responsible for their travel to and from Papunya Community.

4. Accommodation

Accommodation and utility bills in Papunya are included and will be discussed with you at the interview.

5. Annual Leave

6 weeks annual leave (based on completion of ordinary hours)

6. Time of in Lieu

Where approved by the Manager you may take time off in lieu (TOIL), up to a maximum of 10 days (to be negotiated with manager).

7. Conditions

Staff employed by the Art Centre are expected to abide by the relevant sections of the Indigenous Australian Art Commercial Code of Conduct.

By-laws apply to all residents and visitors to Papunya and any breach of by-laws regarding the use of alcohol or other substances is likely to lead to summary dismissal.

Selection criteria

Essential

1. Tertiary qualifications and work experience in an Arts or related industry
2. Demonstrable understanding of the Australian Aboriginal art industry as well as an understanding of contemporary art and the broader visual arts industry
3. Highly developed aesthetic sense and ability to critically assess art
4. Experience in exhibition co-ordination
5. Experience working with or mentoring Indigenous groups or individuals
6. Experience working with colour, mixing colour and a sound knowledge of colour theory
7. Ability to take quality photographs with a digital SLR
8. Capacity to live/work in a remote location
9. Ability to multi-task along with a keen eye for detail
10. Experience using online databases
11. Ability to work in what be a high-pressure and demanding environment
12. Ability to work cooperatively with management in a supporting role
13. Current driver's license

Desirable

14. Experience driving a manual 4WD in a remote context
15. Experience with E- Commerce Websites such as Wordpress
16. Adobe Creative Suite (CS6) skills will be highly regarded especially InDesign and Photoshop
17. Social media savvy and online marketing skills

Applicants that do not address this selection criteria will not be considered for the position

SUCCESSFUL CANDIDATES

1. Police Clearance:

You will be required to provide a National Police Clearance Certificate before commencing employment. Expenses of obtaining this clearance will be your responsibility.

2. Probationary Period:

A probationary period of 3 months will need to be completed. A performance review will be held at the end of the probationary period and continuing employment confirmed subject to satisfactory performance.

Should you not perform your duties for which you have been employed to the satisfaction of the Papunya Tjupi Art Centre Executive Board, this corporation may at its discretion extend the period for a further three months or terminate this contract of employment by giving you relevant written notice or paying you in lieu of the notice period.