



Warakurna Artists - Field & Studio Officer Position

Position Description and Selection Criteria

Introduction

Warakurna Artists and Kayili Artists work with Ngaanyatjarra artists from the remote Ngaanyatjarra Lands in Western Australia. This is a diverse and multifaceted role, requiring the applicant to live, work and travel in remote areas. Warakurna is a remote community situated on the Great Central Road in the Ngaanyatjarra Lands of Western Australia, approximately 330km from Uluru near the border with the Northern Territory. The township of approximately 180 people is nestled amongst the spectacular Rawlinson Ranges. Kayili Artists is located in the community of Patjarr, a further 300kms to the north west of Warakurna. While this position will be based in Warakurna it requires stays in, and artists' support to be delivered in Patjarr and Wanarn. The manager will be required to travel regularly to, and between, these three communities.

Warakurna has a long history of artistic expression. In March 2005 the Art Centre studio was opened amid much enthusiasm and excitement. The Art Centre is fully owned and governed by Aboriginal people and provides services to artists across a vast area of the north western Ngaanyatjarra Lands. Kayili Artists opened in 2004, originally operating on the same independent model as Warakurna Artists, before recently consolidating their operations.

These art centres are energetic, creative and happy places, where men and women, young and old, paint and share Tjukurrpa (traditional law and culture) and contemporary stories. Passing on these important stories to young people is a critical means of keeping culture vital and strong. The Art Centre plays an important role in the community, providing cultural and social benefits in addition to economic returns.

Remuneration

- **12-month contract (renewable)**
- **Salary sacrifice benefits (capped)**
- **Remuneration Package \$60,000 – 65,000 base salary (additional benefits to be discussed at interview)**

Warakurna Artists facilitates the production, distribution and sale of the artists' artworks. The paintings are vibrant and diverse, reflecting each artist's unique style, stories and connection to country. All paintings are catalogued, with each record containing a photograph of the work, the story it conveys and associated information about the artist. The paintings are available for sale through reputable galleries and directly from the websites of Warakurna Artists and Kayili Artists. All proceeds are returned to the artists and their organisation.

Summary

The Field & Studio Officer reports to the Warakurna Artists Manager. The Field and Studio Officer also works with and supervises the arts workers and artists.

Conditions of Employment

Period

- > 12 month contract, 6 month probationary period. Performance reviews will be conducted after three and six months.

Salary

- > The base salary is \$60,000 - \$65,000 plus superannuation, leave loading and a generous salary sacrifice package.

Benefits

- > An airfare allowance at the end of each 12 months of employment: \$1000 – single or \$1500 – with dependents.
- > Limited personal use as per the art centre vehicle policy.
- > Remote area allowance is available through tax incentives.
- > Furnished, rent-free accommodation is provided (\$500 bond payable); home phone is not included.
- > Reimbursement for actual relocation costs (\$1000 – single or \$1500 – with dependents) on appointment and on termination.

Leave

- > Six weeks annual leave, in addition to standard sick leave, personal leave and carers leave.
- > Time off in lieu (TOIL) is available.

Conditions

- > Staff must abide by the relevant sections of the Indigenous Australian Art Commercial Code of Conduct.
- > Staff must undergo a police check and Working with Children Check.
- > By-laws apply to all residents and visitors of the Ngaanyatjarra Lands any breach of these, or the cancellation of an entry permit arising from a serious breach of conditions of that permit is likely to lead to summary dismissal.
- > Probation period of three months, at the end of which a review will be conducted in cooperation with the Field Officer and Manager by a group comprising relevant member/s of the Art Centre Board of Directors and at least one representative from an external organisation (such as Desart).
- > Annual performance and salary review to be conducted in cooperation with the Field Officer by a group comprising relevant member/s of the Art Centre Board of Directors and at least one representative from an external organisation (such as Desart).

Duties

During your employment you must:

Service to Wanarn, Patjarr and Warakurna Communities

- ▶ Support the delivery of high quality art and art enterprise services to Ngaanyatjarra artists, from a base in Warakurna. Travel to Wanarn and Patjarr communities on a regular basis.
- ▶ Maintain the Patjarr and Wanarn art space, equipment, materials and facilities in accordance with professional and occupational health and safety standards.
- ▶ In consultation with the Manager, manage the provision and stock levels of art materials.
- ▶ Manage the transportation of materials from and artwork.
- ▶ Training and employment opportunities: identify individuals in each of the communities to work with the Field Officer to assist in delivering services.

Documentation

- ▶ Document artworks with the SAM database system, including artists' biographical information and relevant artwork information.
- ▶ Document related arts/cultural activities, such as bush trips etc.
- ▶ Monitor and support the implementation of artists' copyright and intellectual property rights.

Services to Artists

- ▶ In consultation with the Manager, responsibility for quality control of artworks.
- ▶ Provide artists with art materials and other studio-based support and guidance, including preparation of canvases and mixing paint.
- ▶ Undertake bush trips with artists to source materials.
- ▶ Support the training and professional development of artists.
- ▶ Maintain good relationships with Ngaanyatjarra artists

Exhibition and Promotional Services

- ▶ Coordinate field trips, travel and accommodation as directed by the Manager.
- ▶ Assist with the coordination of exhibitions, projects and fairs.
- ▶ Assist with the promotion and marketing of products and services, as required.
- ▶ Maintain social media and online community in consultation with the Manager.

Communication

- ▶ Develop and maintain positive working relationships with the Ngaanyatjarra community, Warakurna Artists' partners, relevant agencies and service providers.
- ▶ Maintain regular communication with the Manager on all operational and artistic matters.
- ▶ Participate in overall strategic and operational planning.
- ▶ Undertake any other duties as directed by the Manager.

Organisational Relationships

- ▶ Responsible to Warakurna Artists Manager.
- ▶ Number of staff positions directly supervised: varying – casual assistants and arts workers.
- ▶ comply with the by-laws of Ngaanyatjarra Council and maintain a current entry permit.

Essential Selection Criteria

- Demonstrated ability to maintain strict confidentiality, reliability and trustworthiness.
- Highly motivated and positive individual with excellent interpersonal and communication skills, both oral and written. Ability to effectively communicate with, and be sensitive to, the cultural protocols and needs of Aboriginal people within a cross-cultural environment. Excellent negotiation skills are required when dealing with artists and members of the public
- Ability to travel regularly and autonomously to Aboriginal communities for periods of 2 to 19 days or as required by the company to conduct painting workshops and artistic development in remote communities. Within this is an ability to take direction from management and prioritise workload.
- Sound administrative and organization skills, and the ability to coordinate travel and logistics and basic office procedures, as well as accuracy and attention to detail in recording important cultural information.
- Possession of a Manual C Drivers Licence
- Demonstrated ability to work well in a demanding, fast-paced environment and the ability to be adaptive, support others and work in a small team.
- Demonstrated ability to work and live cohesively with colleagues in remote locations.
- Demonstrated computer skills including proficiency with word processing, e-mail, internet and data base applications. Experience using programs such as MS Word and Excel on PC and or Macintosh platforms.
- Working with Children Check, or ability to obtain one prior to employment
- Experience in visual arts and relevant tertiary experience
- An ability to facilitate an environment of creative excellence and identify opportunities for skills development between artists

Desirable Skills & Experience

- Understanding and knowledge of Western Desert painting traditions and capacity to recognise significant works of art.
- Experience with general maintenance and driving 4WD vehicles in remote areas.
- Previous art centre administration experience within the Aboriginal art industry.
- Experience in, or knowledge of basic conservation, handling and storage requirements for preservation of paintings.
- Familiarity with one or more of the following languages: Ngaanyatjarra
- Demonstrated sales and customer service skills
- Experience working with and reporting to Aboriginal people

Applications should include:

- **Covering Letter** – A summary of your background and suitability for the position – no longer than one page.
- **Selection Criteria** – applicants must address each of the selection criteria.
** Applicants that do not address the Selection Criteria will not be considered.*
- **Resume** – A summary of your education, exhibition history, ceramic skills and other relevant information relating to your ceramic practice or activities/skills which are relevant to this position.
- **Referees** – names and contact details of three work related referees.

Applications are due by **midnight (AEST) 1 March 2019**.

Applications may be emailed to Desart Program Manager, Carmel Young;
programmanger@desart.com.au with the subject line 'Field & Studio Officer - Warakurna Artists'

All enquiries should be made to Carmel Young programmanager@desart.com.au or (08) 8953 4736.