



## **TJARLIRLI ART – ART CENTRE COORDINATOR**

Tjarlirli Art Indigenous Corporation manages two remote community art centres: Tjarlirli Art in Tjukurla and Kaltukatjara Art in Docker River. The Art Centre Coordinator will be located at Docker River (Kaltukatjara Community), approximately 230km west from Uluru near the Western Australia border, with extensive time in our second location in Tjukurla. Docker River is located at the far south west corner of the Northern Territory (NT) with a population of approximately 400 people. Docker River is part of the MacDonnell Shire Council with the majority of the residents being Pitjantjatjara, Ngaanyatjarra and Ngaatjatjarra people with strong relationships and family ties into both Western Australian and South Australian communities.

## **TJARLIRLI ART – ART CENTRE COORDINATOR**

- **12-month contract**
- **Salary sacrifice benefits (capped)**
- **Remuneration Package \$60,000 – 70,000 base salary (additional benefits to be discussed at interview)**

Tjarlirli Art facilitates the production, distribution and sale of the artworks made by Aboriginal artists from Docker River (NT) and Tjukurla (WA) communities. 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 depicts and associated information about the artist and then sold around the world

Reporting to the Art Centre Manager the Art Centre Coordinator will work closely with artists and art workers to support their artistic and professional development and provide Art Centre administration support, studio management, social services support and project support as instructed by the Art Centre Manager.

Docker River has a great art making facility, providing professional studio services for artists and management and there are two new staff dwellings. This is a unique and exciting opportunity for an Arts professional who would like to experience life in a remote Indigenous community. She/he will need to be highly motivated, have sound administration skills, together with a highly developed sense of aesthetics and experience in arts development and marketing is required. You must have highly-developed listening and communication skills

**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 salary package is between the range of \$60,000-70,000 per annum (cash component). In addition, other competitive allowance and entitlements are also offered and will be discussed at the interview.**

Desart is the non-profit peak industry body for over forty Central Australian Aboriginal Art Centres and the Tjarlirli Arts Board of Directors and Manager has engaged Desart to assist them in the recruitment of their new Art Centre Manager. The information package along with the position description can be obtained from the Desart website [www.desart.com.au](http://www.desart.com.au) or by email [programmanager@desart.com.au](mailto:programmanager@desart.com.au).

**Applicants are requested to submit written applications addressing the selection criteria and marked 'Private and confidential' addressed to: Strong Business Program Manager Desart PO Box 9219, Alice Springs, NT 0871 or via email to [programmanager@desart.com.au](mailto:programmanager@desart.com.au).**

*Applications must reach our office by 5:00pm Friday 15th February 2019*

## **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 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. 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 each 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.

Your application may be submitted as follows: Email: [programmanager@desart.com.au](mailto:programmanager@desart.com.au) or via post PO Box 9219, Alice Springs NT 0870

**CLOSING DATE**

**Applications must reach our Art Centre by 5:00pm Friday 15th February 2019. The acceptance of late applications will be at the discretion of the Strong Business Program Manager.**

**FURTHER INFORMATION**

For more information regarding this position or the recruitment process please contact the Strong Business Program Manager on (08) 8953 4736

## **POSITION DESCRIPTION**

### **ART CENTRE COORDINATOR – TJARLIRLI ART INDIGENOUS CORPORATION**

The Art Centre Coordinator reports to the Art Centre Manager. Tjarlirli Art is a successful and thriving arts enterprise in a remote context and our Art Centre Coordinator will have the skills and ability to build on our existing success in our endeavours to develop sustainable community business.

### **REPORTS TO AND SUPERVISES**

- Reports to the Art Centre Manager
- Assists the Manager with supervision of Arts Workers.

### **REMUNERATION**

- Base salary \$60,000-70,000 per annum (cash component). Plus 9.5% superannuation

### **LEAVE**

- Six weeks annual leave, in addition to standard sick leave, personal leave and carers leave.
- Time off in lieu (TOIL) is available: this provides an additional five days leave every three months.

### **ART CENTRE COORDINATOR DUTIES AND RESPONSIBILITIES**

Your duties and responsibilities are set out below. The Organisation may vary these duties and responsibilities at any time.

#### **General**

The Art Centre Coordinator's primary responsibilities are to support the Manager in overseeing the financial, administrative, artistic, strategic, and operational management of Tjarlirli Art. The Art Centre Coordinator works closely with the Manager, Arts Workers and the Board of Directors to ensure the business aims and aspirations are met in accordance with the organisation's policies and strategic business plan.

#### **Artistic and professional development**

- Develop good working relationships with artists
- Support the delivery of high quality art and art enterprise services to Ngaanyatjarra and Pitjantjatjara artists, from a base in Docker River. You will be required to travel to Tjukurla community on a regular basis.
- Maintain the 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 and artwork.
- Process sales of artworks
- As directed by the Manager, facilitate professional development, mentoring, training and employment opportunities for staff, Directors, and artists including participation in exhibitions, festivals, forums, conferences, and other programs and events.
- Undertake special projects in consultation with the Manager, artists and other stakeholders.
- 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 and access country.

## **Sales and Marketing Activities**

- Coordinate field trips, travel and accommodation as directed by the Manager.
- Assist with the coordination of exhibitions and projects.
- Assist with the promotion and marketing of products and services, as required.
- Maintain website, social media and online community in consultation with the Manager.
- Attends exhibitions, markets, festivals, etc. and support the Manager with assisting travelling artists, transport and setup of artworks, sale of artworks.
- 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.
- Contribute to and prepare funding submission as directed by the Manager
- Maintain efficient and accurate file management systems as directed by the Manager

## **Strategic, Operational and Governance**

- Recognise and respect existing Traditional Law and leadership frameworks.
- Undertake strategic planning to realise the vision of the enterprise's activities in consultation with the governing committee, staff and artists.
- Adhere to the projects and programs of the art centre as outlined in the organisation's business, strategic and marketing plans and in accordance with applicable funding requirements and guidelines
- Uphold good Governance procedures as applicable to an Aboriginal Corporation and assist the Director's in the coordination and documentation of meetings, ensuring the Corporation meets all legislative obligations and responsibilities.
- Provide employment and training opportunities to Art Workers
- Adhere to Tjarlirli Art' Code of Conduct, the Indigenous Commercial Code of Conduct (when signed) and the community's cultural protocols.
- Develop and maintain positive working relationships with the local community, Tjarlirli Art partners, relevant agencies and service providers.
- Maintain regular communication with the Manager on all operational and artistic matters.
- Work cooperatively with and seek direction from the manager and governing committee.
- Report to the Manager; ensure understanding of all policies, strategic planning, promotional and organisational issues
- Undertake any other duties as directed by the Manager and supervise art workers and volunteers (when necessary)

## **Financial Management and Administrative**

- Maintain best practice administrative procedures required in the day-to-day operation of the art centre including correspondence, business documentation, stock control, retail and wholesale sales, reporting and contract management
- Support the development and acquittal of funding submissions
- Encourage Aboriginal employment wherever possible and support, train and mentor local Aboriginal staff as needed
- Protect and manage artists' copyright and all intellectual property

## **SELECTION CRITERIA**

### **Essential**

1. Tertiary qualifications or equivalent work experience in an arts or related industry.
2. Demonstrable understanding of the Australian and international art markets as they apply to the Aboriginal art industry.
3. Arts marketing skills; highly developed aesthetic sense and ability to critically assess art; experience in exhibition co-ordination.
4. Ability to work in a team and to perform in a high-pressure environment.
5. Proficient IT skills, and proven administrative, written and oral communication skills.
6. Experience in managing a paint/artist studio
7. High quality written and oral communication skills.
8. Driver's license, experience in remote area travel and the ability to travel widely in support of Tjarlirli Art activities.
9. Capacity to live and work in a remote location
10. Current police check/clearance or ability to obtain one

### **Highly Desirable**

11. Experience working with Aboriginal people and the ability to work in an inter-cultural setting
12. Experience training and supervising staff within a dynamic work environment.

***Applications that do not address this selection criteria will not be considered.***

## **SALARY PACKAGE**

### **1. Award**

Employment conditions in accordance with Amusement, Events and Recreation Award 2010. A 12- month renewable contract is offered.

### **2. Salary**

The salary is within a range \$60,000 – 70,000 (base salary) per annum plus allowances depending upon qualifications and experience relevant to the position.

### **3. Hours of work**

Standard ordinary hours are 8 hours a day based on 37.5 hours per week. However, there is the requirement to work for some out of hours work. Details will be discussed with you at the interview.

### **4. Annual leave**

For intents and purposed annual leave provided will be six weeks per annum on completion of 12 months service.

### **5. Time off in Lieu**

Where approved by the Board, you may take time off in lieu, up to a maximum of 10 days per year and a maximum of 5 days per quarter. No more than 5 days of time off in lieu may be accrued and taken within each quarter.

### **6. Annual leave travel assistance**

Following 12 months completion of service, \$1000 is payable contribution towards travel costs associated with living in remote Central Australian community.

### **7. Location allowance**

A re-location allowance is applicable to this position

### **8. Long service leave**

Long service leave will be paid in accordance with the Long Service Leave Act 1987

### **9. Driver's License**

A current NT (Class C Manual) Driver's license is an essential requirement, or the ability to obtain one at the time of commencement of the role.

### **10. Superannuation**

Tjarlirli Art makes superannuation contributions of 9.5% as per legislative requirements. These contributions can be paid into your nominated super account

### **11. Accommodation**

Subsidised accommodation is provided and will be discussed at interview

### **12. Other benefits and services**

Professional development is encouraged and promoted by providing staff training as necessary and attendance at seminars/conference is also supported.

### **13. Conditions specific to Tjarlirli Art**

- Staff must abide by the relevant section/s of the Indigenous Australian Aboriginal Art Code
- Staff must follow the policy for the purchase of artworks as detailed in the Tjarlirli Art Policy and Procedure manual.
- Recognise that Tjarlirli Art operates within a limited budget, whose primary purpose is the delivery of quality arts enterprise services to Anangu to adapt management and operational decisions accordingly.

<b>Base Salary</b>	<b>\$60,000.00</b>	<b>\$70,000.00</b>
Superannuation @ 9.5%	\$5700	\$6650
Salary sacrifice*	\$5485.00	\$5485.00
<b>Total Package</b>	<b>\$71,185.00</b>	<b>\$82,135</b>

\* Varies dependent on individuals financial situation, amounts indicate additional tax home pay if only standard minimum items claimed.

(N.b superannuation will be adjusted accordingly with legislative requirements)

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 and 6 months service 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 Tjarlirli Art Manager, 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.