



## Full-Time Men's Development Coordinator

- 3 month contract (renewable), 37.5 hours a week

### About Papunya Tjupi Arts

Papunya Tjupi Arts is a 100% Aboriginal owned and directed community arts organisation based in Papunya, the birthplace of the Western Desert dot-painting movement. Papunya has remained 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 artists of Papunya Tjupi have established their own unique identity based on the legacy of their forefathers. The Art Centre, located 250km NW of Alice Springs/Mparntwe, supports emerging artists and some of Australia's leading contemporary painters. It was established in 2007, in response to the vacuum following the homelands movement of the late 1970s, which saw the exodus of many of the famous pioneer painters.

Papunya Tjupi currently consists of more than 100 artists from Papunya and surrounding outstations, with around 40 core artists working on a regular basis on-site. The artists are renowned for their strong line-work and for continuously developing new ways to tell the old stories. Central to Papunya Tjupi is the understanding that painting is an important part of culture and connection to country and that the teaching and passing of knowledge is what keeps the community's future strong. Papunya Tjupi Artists exhibit fine art paintings nationally and internationally and feature in major public and private collections. The art centre is named after the main Tjukurrpa (Dreaming) of the Tjupi or Honey Ant with the local hill, Warumpi Hill, in the shape of a honey ant.

### Papunya Tjupi Men's Art and Cultural Revival

While the Aboriginal art movement that was catalysed by Papunya painters has garnered international attention for nearly fifty years, support floundered for artists in the community where it began. This changed with the opening of Papunya Tjupi, but the strong collective of largely female artists who founded it have dominated the studio ever since, meaning that there have been fewer opportunities for male painters.

Today, this is changing. Papunya Tjupi's Directors have devoted some of the strength that the Art Centre has built over the last decade to support a burgeoning Men's Art and Cultural Revival. This has led to huge successes over the past two years and a greater number of men engaging with the Art Centre than ever before. There is a core group of 17 emerging artists, many being young males, who work alongside one another in a newly built Men's Painting Room which provides a permanent base for male artists to continue developing their practice and careers. The men have been going from success to success, from cultural and arts development bush trips and workshops and on-site exhibitions by the collective to sell-out solo exhibitions and even the taking home of a prestigious landscape prize by newcomer Carbiene McDonald Tjangala. This next year promises to be an exciting year as the Men's Program becomes an established and integral part of the Art Centre with many challenges and projects ahead.

Papunya Tjupi are seeking a hard-working and motivated full time Men's Development Coordinator to help us tackle these incredible opportunities and continue the artistic, social and financial growth of the organisation. This is a unique and exciting opportunity for an Arts or related 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 salary is \$60k pro rata plus 9.5% superannuation. In addition, other competitive allowance and entitlements are offered and will be discussed at the interview.

Aboriginal or Torres Strait Islander men are strongly encouraged to apply for this role.

### **CLOSING DATE**

Applications must reach our office by **9:00am Friday 27<sup>th</sup> of November 2020**. 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 or [recruitment@papunyatjupi.com.au](mailto:recruitment@papunyatjupi.com.au) Your application must be submitted to: [recruitment@papunyatjupi.com.au](mailto: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, the Art Centre's 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 relevant to the job are fairly assessed.
- Selection methods and their application are free from bias, patronage and nepotism.
- Appropriate confidentiality is observed.

### **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. The successful applicant will also need to apply for a national (federal) police clearance certificate.

The selection requirements are described in the position description. 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 all of the essential 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 by email: [recruitment@papunyatjupi.com.au](mailto:recruitment@papunyatjupi.com.au)

### **CLOSING DATE**

Applications must reach our office by **9:00am Friday 27<sup>th</sup> of November 2020**. The acceptance of late applications will be at the discretion of the Art Centre Manager.

*Please note this position has a mid-January 2021 start date.*

### **FURTHER INFORMATION**

For more information regarding this position or the recruitment process please contact the Art Centre Manager on 0431 366407 or [recruitment@papunyatjupi.com.au](mailto:recruitment@papunyatjupi.com.au)

## Position Description

**Reporting to:** Reports to the Papunya Tjupi Art Centre Manager

The Men's Development Coordinator will work alongside the Studio Coordinator and Senior Artworker, with oversight over art workers, casual staff and volunteers.

**Supervision of staff:** 2 part-time and 4 casual art workers.

**As Men's Development Facilitator, your work duties will be focused on, but not limited to the male Artists and Art Worker support and development. You will:**

1. Work with the Manager and the male members of Papunya Tjupi, with oversight from the Directors to continue to develop the Men's Artistic Program. This will involve strategic planning and budgeting, engagement strategies, art facilitation, skills & professional development, delivery of outcomes and funding solutions to sustain the program.
2. Work closely with Indigenous Art Workers, mentoring and training them in all aspects of the day-to-day requirements of the Art Centre, as well as supporting them to undertake formal development and training in supporting their careers.

The men's program exists as part of the Art Centre. With this in mind you will perform other duties outside of your focus, to include:

3. Working with other Art Centre staff to facilitate quality art production and coordinate works for consignment and exhibition.
4. Supporting the artistic and professional development of artists.
5. Provide artists with social support when required such as driving them to and from home or outstations if required.
6. Work closely with indigenous Arts Workers, mentoring and training them in all aspects of the day-to-day requirements of the Art Centre.
7. Coordinate Arts Workers to ensure the studio is kept an organised, well-stocked, clean and safe space for artists to work in.
8. 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.
9. Ensure the supply and maintenance of art materials and ensure artists and arts workers use materials to the highest professional standards.
10. Photograph art works to the highest possible standards and catalogue artworks using the Art Centre's SAM database in conjunction with the arts workers.
11. Update and document the artists' stories and biographies/CVs on the SAM database and website as required and maintain accurate records of the Art Centre's membership.
12. Provide administration support to the Manager with regards to the general business and day-to-day operation of the Art Centre, as well as marketing and project support as instructed by the Art Centre manager.
13. Respect and encourage maintenance of indigenous language culture and tradition.

14. Assist with in-house events such and bush trips.
15. You may also be required to travel to relevant meetings, workshops and arts events. This will often involve facilitating and supporting artist's travel.
16. Participate in professional development as required by the Directors and Manager

## Salary Package

### 1. Remuneration

- The salary range is between \$60k pro rata plus 9.5% superannuation.
- Salary sacrifice packaging is available (capped).
- 3 month contract (renewable) will be offered to the successful applicant.

### 2. Hours of work

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

### 3. Travel

The Men's Development Coordinator will be responsible for their travel to and from Papunya Community.

### 4. Accommodation

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

### 6. Annual Leave

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

### 7. Time of in Lieu

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

### 8. 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 or 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. Experience in program development or project/studio coordination
4. Experience working with or mentoring Indigenous groups or individuals
5. Highly developed aesthetic sense and ability to critically assess and engage with art
6. Capacity to live/work in a remote location
7. Ability to multi-task along with a keen eye for detail
8. Ability to work in what may be a high-pressure and demanding environment
9. Ability to work cooperatively with management
10. Current full driver's license

### Highly Desirable

11. Experience in exhibition co-ordination
12. Experience working with colour and mixing colour and a sound knowledge of colour theory
13. Experience driving a Manual 4WD in a remote context
14. Ability to take quality photographs with a digital SLR
15. Familiarity with Apple iMac desktop computers, Adobe creative Suite, online databases and E-commerce websites such as Webflow
16. Social media savvy and online marketing skills
17. Understanding of the funding landscape related to the NT or Arts and experience securing funding

*Applicants that do not address the **essential** 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.