

About Papulankutja (Blackstone)

Papulankutja (Blackstone) is a remote Aboriginal Community, located at the foothills of the Blackstone Ranges within the Ngaanyatjarra Lands. It is about 330 kms of Uluru, 900 kms west of Alice Springs, 1575 kms north east of Perth and 205kms west of Warburton.

The name Papulankutja comes from the Ngaanyatjarra word for 'stare without recognising each other' and is associated with the Tjukurrpa story of two magical ancestral goanna men who didn't recognise each other when they reached the eastern end of the Blackstone Range (Wirtapi Wara - Long Black).

Papulankutja Artists is an Aboriginal owned and directed corporation that represents artists from Papulankutja (Blackstone) and Mantamaru (Jameson) communities in the Ngaanyatjarra Lands, Western Australia. We are proud of our strong links to artists past and present, our culture and our country. We are committed to achieving positive economic, social and cultural outcomes for Yarnangu. We value the authenticity of our artwork and that we operate as an ethically conscious, sustainable business.

Papulankutja Artists is an energetic, creative and happy place 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. Papulankutja 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 art fairs and directly from Papulankutja Artists website and all proceeds are returned to the artists and their organisation.

As Yarnangu custodians, the artists play a major role in maintaining culture, law, and storytelling practices which are still relevant and commonplace across the Lands. They are proud to share those traditions through painting Tjukurrpa (traditional law and culture) stories about their connection to country and ancestors. These stories include the well-known Seven Sisters story, Wati Kutjarra (Two magical ancestral goanna Men), and Illurra (the place where Kuniya, a giant female snake travelled).

Papulankutja Artists fosters greater economic opportunity as well as cultural engagement. The artists believe that their art centre will help keep local Aboriginal culture strong. Working closely with the Board, the Art Centre Manager will;

- Support the artistic and professional development of artists and art workers
- Develop and manage the exhibition program
- Develop and manage the Blackstone Festival
- Maintain and build new relationships within the contemporary art sector
- Write and develop grant applications
- Build financial and in-kind support
- Have a genuine commitment to Indigenous self-determination
- Highly developed sense of aesthetic and;
- Have strong analytical skills for effective management of operations.

This is a unique opportunity for a professional who is passionate about the creation of opportunities for communities to grow and strengthen. You must have an understanding of the importance of sharing culture in this role as you are expected to take artists out on country for artist's camps.

The base salary package is \$65,000 - \$75,000 per annum in addition, other competitive allowance and entitlements are also offered and will be discussed at the interview.

The successful applicant will be required to obtain a National Police clearance and Working with Children clearance – (on acceptance of position, and conditional to contract offer).

Desart is the not-for-profit peak industry body for 36 Central Australian Aboriginal Art & Craft Centres and the Papulankutja Artists Board of Directors has engaged Desart to assist them in the recruitment of their new Art Centre Manager.

An information package along with the position description can be obtained from the Desart website www.desart.com.au or by email programmanager@desart.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 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 all 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: Strong Business Program Manager

Your application may be submitted as follows: Email: programmanager@desart.com.au
PO Box 9219, Alice Springs NT 0870

CLOSING DATE

Applications must reach the Desert Office by **5pm CST May 7 2021** late applications will be at the discretion of the Program Manager.

FURTHER INFORMATION

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

Art Centre Manager Duties and Responsibilities

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

General

1. 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, financial management and contract management.
2. Financial management – banking, bookkeeping, working closely with the accountants and auditor of Art Centre and reporting to the Art Centre Directors
3. Prepare submissions for funding and acquit funding in consultation with the Directors
4. Maintain equipment, vehicle, buildings, and facilities ensuring that they are in line with OH&S standards
5. Administer artists' copyright and intellectual property rights
6. Respect and encourage maintenance of Ngaanyatjarra language, culture and tradition
7. Encourage Aboriginal employment whenever possible, support, and train and mentor Aboriginal staff
8. Recruit, employ and manage other staff or contract staff; employ consultants as appropriate; coordinate volunteers
9. Adhere to the projects and programs of the Art Centre as outlined in the Business and Strategic plan and as per funding requirements and guidelines of art production
10. Order, maintain and distribute art materials. Assist artists and art workers to prepare canvas, prepare paints and other art and craft materials
11. Facilitate the production of artworks
12. Provide critical feedback as required and support the development of quality art production
13. Catalogue and document completed artworks, using Stories Artists and Money (SAM) and document artists' biographical details

14. Organise professional development opportunities for artists and staff
15. Organise bush trips to produce artworks in country as appropriate, and collection of materials such as punu (wood) and spinifex (grass).
16. Develop and manage the annual Blackstone Festival including: Funding, programming, and delivery.

Governance and Art Centre Leadership

17. Recognise and respect existing traditional law and leadership frameworks as they impact on the governance of the Art Centre
18. Assist or seek assistance in the integration of existing leadership and decision-making protocols and the governance requirements of the corporation
19. Instigate regular meetings of the members and Directors ensuring translators are made available and meetings are conducted and documented in a valid manner
20. Develop and review Art Centre policy with members and the Directors as required.
21. Implement these decisions/policies upon approval by the Directors
22. Adhere to the principles of good Governance applicable to an Aboriginal Corporation.
23. Encourage awareness and knowledge of good governance practice by the Directors and members
24. Maintain a cooperative, flexible and harmonious relationship with members, the Community, its Council and other local organisations, as well as with external organisations and stakeholders
25. Assist the Directors to ensure the Corporation meets all legislative obligations and responsibilities

Sales and Marketing Activities

26. Develop/maintain/implement pricing, marketing and sales strategy for approval by the Board
27. Develop new and cultivate existing relationships with Aboriginal art industry professionals and institutions
28. Organise exhibition programs with commercial galleries and public institutions
29. Organise packaging and freight of artworks
30. Maintain supply of stock to partner retail outlets
31. Seek out and develop new outlets/markets
32. Prepare and produce promotional material
33. Develop, implement and monitor marketing and publicity plans.

34. Market and promote the Art Centre locally, nationally and internationally through appropriate exhibitions, projects, prizes and advocacy activities including opportunities with Desart

35. Manage day-to-day operations of the Art Centre's retail outlet (where applicable), including customer liaison and shop display.

36. Maintaining database of customers, suppliers, media, industry and publicity contacts, peak bodies and networks.

Artistic and professional development

37. Manage and maintain an art studio and art supplies for use by members of the Art Centre.

38. Facilitate the production of artworks

39. Provide critical feedback as required and support the development of quality art production

40. Catalogue and document completed artworks, using Stories Art Money (SAM) software, and document artists' biographical details

41. Organise professional development opportunities for artists and staff

42. Organise bush trips for the collection of materials and production of artworks in country as appropriate

43. Travel to outstations to support artists living or visiting those communities

44. Respect and encourage maintenance of Indigenous language, culture and tradition

45. Protect and manage artists' copyright and intellectual property.

46. Protect and respect indigenous cultural rights and observe any applicable protocols; strategic and

Operational Management and Governance

47. Undertake strategic planning to realise the vision of the enterprise's activities in consultation with the board, staff and artists.

48. Adhere to the projects and programs of the Art Centre as outlined in the Organisation's business and strategic plan and in accordance with applicable funding requirements and guidelines

49. Encourage Aboriginal employment whenever possible, support, train and mentor Aboriginal staff

50. Recognise and respect existing traditional law and leadership frameworks as they impact on the governance of the Art Centre

51. Assist or seek assistance in the integration of existing leadership and decision-making protocols and the governance requirements of the corporation

52. Instigate regular meetings of the members and the Board including by ensuring translators are made available and meetings are conducted and documented in a valid manner

53. Develop and review Art Centre policy with members and the Board as required. Implement policy upon approval by the Board

54. Adhere to the principles of good governance applicable to an Aboriginal Corporation.

55. Encourage awareness and knowledge of good governance practice by the Board and members

56. Maintain a cooperative, flexible and harmonious relationship with members, the community, its Council and other local organisations, as well as with external organisations and stakeholders

SELECTION CRITERIA

Essential

1. Experience working with and supporting artists to create high quality art and artist management across a multi-faceted artistic and cultural program which includes the Blackstone Festival.
2. Demonstrated management skills including successful strategic, business, governance and cultural aspects of working for an Aboriginal Corporation.
3. Demonstrated experience in the ability to secure funding, meet accounting standards and manage and maintain assets.
4. Knowledge of contemporary Aboriginal and broader visual arts industry; prizes, art markets, and exhibition opportunities for emerging and established artist career development.
5. High level experience in arts marketing, digital and online sales.
6. High level communication, stakeholder and time management skills.
7. Experience in staff mentoring and training and employment and skills development programs.
8. Demonstrated ability in successful stress management, engaging positive coping and self care strategies
9. Tertiary qualifications in business, community development or arts management or similar relevant qualification and/or extensive demonstrated relevant professional experience.
10. A current driver's licence and experience or ability to drive a manual 4WD

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 \$65,000-\$75,000 (base salary) per annum plus further benefits to be discussed at the interview.

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

Annual leave of 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.

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 Class C Manual Driver's license is an essential requirement.

10. Superannuation

Papulankutja Artists 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. Conditions specific to Papulankutja Artists

- Staff must follow the policy for the purchase of artworks as detailed in the Desert Art Policy and Procedure manual.
- Recognise that Papulankutja Artists operates within a limited budget, whose primary purpose is the delivery of quality arts enterprise services to Yarnangu to adapt management and operational decisions accordingly.
- Papulankutja Artists presents the Blackstone Community Festival

SUCCESSFUL CANDIDATES

1. Police Clearance:

You will be required to provide a National Police clearance and Working with Children clearance before commencing employment. Expenses of obtaining these clearances 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 by Desart Inc. 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 Papulankutja Artists Board of Directors, 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.