

About Papulankutja

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.

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 annual salary range is \$60k - \$65K plus superannuation as per current legislation. 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 5pm CST Friday 25th June 202. The acceptance of late applications will be at the discretion of the Program Manager.

Please note this position is for 12months with potential for extension dependent on funding.

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 and Studio Coordinator. 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.

For more information regarding this position or the recruitment process please contact Carmel Young Senior Program Manager on 89534736 or 0438490974.

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 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 emphasizing 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

Referees

Please provide names and contact details of two work related referees

Describe the nature of your working relationship with each referee and all referees should be contacted for approval before nominating them.

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.

Position Description

Reporting to: Papulankutja Art Centre Manager

As studio coordinator, you will:

1. Work with the Manager to facilitate quality art production and coordinate bodies of work and individual 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 art workers, mentoring and training them in all aspects of the day-to-day requirements of the Art Centre and supporting their careers.
5. Coordinate art workers 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, on-site and on-line, 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 art 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 art workers.
9. Update the artists stories and biographies/cvs on the SAM database and website 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 as well as marketing and project management 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, on-site 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 Art Centre.

Salary Package

1. Remuneration

- The salary range is between \$60-65k (dependent on experience) plus superannuation as per current legislation
- Salary sacrifice packaging is available (capped)
- 12 month contract (renewable – dependent on funds being secured)

2. Hours of work

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

3. Travel

Relocation costs are available for this position.

4. Accommodation

Accommodation and utility bills will be discussed with you at the interview.

5. Annual Leave

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

6. Time off 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 Papulankutja (Blackstone) and any breach of by-laws regarding the use of alcohol or other substances is likely to lead to summary dismissal.

Please address each of the 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. Ability to work in what be a high-pressure and demanding environment
11. Ability to work cooperatively with management in a supporting role
12. Current driver's license

Desirable

13. Experience driving a manual 4WD in a remote context
14. Experience using online databases and E- Commerce Websites such as Webflow
15. Adobe Creative Suite (CS6) skills will be highly regarded especially InDesign and Photoshop
16. Social media 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 Papulankutja 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.

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

Email:

Subject: Private and Confidential - Attention: Art Centre Studio Coordinator Papulankutja
programmanager@desart.com.au

Or by mail:

Att: Art Centre Studio Coordinator Papulankutja
Strong Business Program Manager
Desart Inc
PO Box 9219,
Alice Springs, NT 0871

Closing Date

Applications must reach our office by 5pm CST Friday 25th June, 2021

