

POSITION DESCRIPTION

Ernabella Arts – Ceramic Studio Manager

The role of the Ceramic Studio Manager is the management of the Ernabella Arts Ceramics Studio; including arts and artist support, studio work flow management, creation of ceramics forms, artworker and artists training and professional development and project support as instructed by the Art Centre Manager. You may be required to travel to regional meetings and interstate supporting the artists to attend Industry events

YOUR DUTIES AND RESPONSIBILITIES

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

Artistic and professional development

1. Manage and maintain the ceramics studio and pottery supplies for use by members of the Art Centre
2. Facilitate the production of ceramic artworks
3. Support the development of quality art production
4. Assist in the creation of hand built and thrown ceramic forms
5. Fire and glaze ceramic works for sale and exhibition
6. Deliver training and professional development to artists in ceramics production
7. Catalogue and document completed artworks, using SAM software, and document artists' biographical details
8. Respect and encourage maintenance of Indigenous language, culture and tradition
9. Protect and respect indigenous cultural rights and observe any applicable protocols.

Financial Management and Administration

10. Maintain equipment (including kilns and pottery wheels), vehicle, buildings and facilities ensuring that they are in line with OH&S standards
11. Economic management of materials
12. Coordinate volunteers

Sales and Marketing Activities

13. Organise packaging and freight of artworks
14. Maintain supply of stock to partner retail outlets

Strategic and Operational Management and Governance

15. 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
16. Encourage, support, train and mentor Aboriginal staff
17. Recognise and respect existing traditional law and leadership frameworks as they impact on the governance of the Art Centre
18. 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. Tertiary qualifications or equivalent work experience in an arts or related industry
2. Strong and demonstrable technical experience in ceramics (stoneware) which includes wheel throwing, hand building, glazing, use of a pugmill and electric kiln firings.
3. A high level of organisational skills and ability to efficiently run a ceramic studio
4. Diverse communication skills and capacity to work in a cross-cultural environment
5. Manual driver's license and the ability to travel widely in support of Ernabella Artists activities.
6. Capacity to live and work in a remote location in a dry community and legally able to work in Australia

Highly Desirable

1. Experience driving a 4WD in a remote context
2. Experience working with Aboriginal people
3. Proficient IT and proven administrative skills
4. Photography skills
5. Police Clearance

REPORTS TO

- The Ceramic Studio Manager reports to the Art Centre Manager

SALARY PACKAGE

1. Salary

The salary is within a range \$50,000 - \$55,000 (cash component) per annum plus allowances depending upon qualifications and experience relevant to the position.

2. Hours of work

Standard ordinary hours are 8 hours a day based on 38 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.

3. Annual leave

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

4. Remote Area Leave

Where approved by the Committee, you may take time off in lieu, up to a maximum of four weeks 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.

5. 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.

6. Location allowance

A re-location allowance is applicable to this position for travel to Pukatja

7. Long service leave

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

8. Driver's License

A current Australian (Class C Manual) Driver's license is an essential requirement

9. Superannuation

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

10. Accommodation

Subsidised shared accommodation is provided and will be discussed at interview

11. Other benefits and services

- Professional development is encouraged and promoted by providing staff training as necessary and attendance at seminars/conference is also supported.
- Conditions specific to Ernabella Arts
- Staff must follow the policy for the purchase of artworks as detailed in the Ernabella Arts Policy and Procedure manual.
- Recognise that Ernabella Arts 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.

CASH COMPONENT

Cash Component	\$50,000	\$55,000
Superannuation @ 9.50%	\$4750	\$5225
Total Package	\$54,750	\$60,225

SUCCESSFUL CANDIDATE

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 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 Ernabella Arts Board of Directors, this Organisation 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.