



## Full-Time Studio Coordinator

12 month contract (renewable) 3 months probation

### 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 is experiencing a significant period of growth and change with the next twelve months promising to be an exciting and rewarding time for the entire team. We have a rigorous fine art exhibition schedule and a number of exciting projects in the works. Papunya Tjupi is seeking a hard-working and motivated Studio Coordinator to help us tackle these opportunities and continue the artistic and financial growth of the organisation. This is a unique and exciting opportunity for an Art 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 yearly salary is \$60k plus 9.5% superannuation. 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 **9:00am Friday 27th 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 366 407. Your application may be submitted as follows: Email: [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 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 emphasising 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
- Please describe the nature of working relationship with referee and all referees should be contacted for approval before nominating them.

**Selection criteria responses**

- Please respond directly to all 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 - Attention: Art Centre Manager

Your application may be submitted as follows: Email: [recruitment@papunyatjupi.com.au](mailto:recruitment@papunyatjupi.com.au)

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## **Position Description**

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

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

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

**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 arts 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 arts 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 yearly salary range is \$60k plus 9.5% superannuation
- Salary sacrifice packaging is available (capped)
- 12 month contract (renewable)

## **2. Hours of work**

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

## **3. Travel**

The Studio Coordinator will be responsible for their travel to and from Papunya Community.

## **4. Accommodation**

Accommodation and utility bills in Papunya are included and 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 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 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 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.