

Position Description

STUDIO COORDINATOR – TJARLIRLI AND KALTUKATJARA ART

Location

Kaltukatjara (Dockers River), NT, with regular travel to Tjukurla, WA, and national events

Employment Type

Full-Time, 12-month contract (flexibility to be discussed at interview)

Salary and Benefits

- **Salary:** \$65,000 - \$75,000 per annum (pro-rata)
- **Superannuation:** In accordance with industry standards
- **Salary Sacrifice:** Available
- **Onsite Accommodation:** Provided
- **Time off in lieu (TOIL)**
- **Relocation assistance** package.
- **Travel Allowances:** For exhibitions and industry events
- **Professional Development Opportunities**

About the Organisation

Tjarlirli and Kaltukatjara Art represents artists from Tjukurla in the Ngaanyatjarra lands of Western Australia and Kaltukatjara (Dockers River) in the Pitjantjatjara Lands of the Northern Territory. Established in 2006, our Art Centre has strong ties to the Papunya Tula movement and is known for its cultural significance and artistic excellence.

Our artists are exhibited in leading galleries such as RAFT Artspace, Vivien Anderson Gallery, Aboriginal Contemporary, Outstation Gallery, and Short St Gallery, and regularly participate in art prizes, professional development workshops, and cultural projects.

Our Art Centre provides a space to come together to paint, share stories, pass on knowledge and continue our cultural practices. It is also a place of employment, training and creative development.

About the Role

The **Studio Coordinator** plays a vital role in supporting the creative and professional development of artists. You will:

- Maintain a **well-functioning studio space**.
- Coordinate **exhibitions and marketing**.
- Engage with **key industry stakeholders**.
- Support **training and mentoring** for artists and arts workers
- Facilitate bush trips and return to Country trips for the artists.

This position is based in Kaltukatjara, NT, with regular travel to Tjukurla, WA, and national events.

Key Responsibilities

Artistic and Professional Development

- Build strong relationships with artists to support their professional growth.
- Maintain a safe and organised studio space.
- Manage art materials and supplies, ensuring availability.
- Oversee the safe transport of materials and artworks.
- Facilitate training, mentoring, and employment pathways for staff, Directors, and artists.
- Provide hands-on studio support, including preparing canvases and mixing paints.
- Organise bush trips with artists to source materials and connect with Country.

Sales and Marketing Activities

- Assist in curating exhibitions and marketing strategies.
- Manage and update the website and social media platforms.
- Develop relationships with galleries, buyers, and arts organisations.
- Coordinate travel and logistics for exhibitions and art markets.
- Attend art fairs, exhibitions, and festivals, assisting artists with setup and sales.
- Ensure accurate documentation of artworks using the SAM database.
- Protect artists' copyright and intellectual property rights.
- Assist in grant writing and funding submissions.

Strategic, Operational, and Governance

- Respect and uphold Traditional Law and leadership frameworks.
- Ensure compliance with the Indigenous Commercial Code of Conduct and cultural protocols.
- Support the Board of Directors with meeting documentation and governance processes.
- Develop partnerships with stakeholders, including Indigenous organisations, funding bodies, and industry networks.

- Assist in strategic planning to support the Art Centre's long-term goals.
- Provide training and development opportunities for Art Workers.
- Maintain ongoing communication with the Manager and governing committee.
- Supervise Art Workers and volunteers, as required.

Selection Criteria

- Tertiary qualification in visual arts or equivalent industry experience.
- Experience in facilitating art creation and supporting artists in a studio environment.
- Understanding of Indigenous cultural practices and traditions in artmaking.
- Experience in studio management and working with artists.
- Knowledge of the Australian and international Aboriginal art markets.
- Experience in arts marketing, exhibition coordination, and critical art assessment.
- Strong teamwork, problem-solving, and communication skills.
- Proficiency in IT tools, including Microsoft 365 and the SAM database.
- Manual driver's licence and ability to travel.
- Ability to live and work in a remote community (awareness of challenges such as climate, limited services, and internet access).
- Current police check or willingness to obtain one.

Highly Desirable

- Experience working in an intercultural setting with Aboriginal communities.
- Experience training and supervising staff in a dynamic environment.
- Experience in remote area travel and 4WD training.
- Familiarity with grant writing and funding submissions.

Reporting Relationships

- Reports to: Arts Centre Manager
- Supervises: Art Workers and volunteers (as required)

Work conditions and requirements

- Standard working hours apply, but flexibility is required for travel, exhibitions, and events.
- Work will involve regular travel to remote areas with some physically demanding tasks
- Some weekend and evening work may be required to support exhibitions and events.
- Accommodation is provided for the duration of employment.

Professional Development Opportunities

- Access to 4WD training for safe remote travel.
- Attendance at art markets, peak body conferences, and exhibitions across Australia.

- On-the-job mentorship and training from experienced professionals in the field.

Code of Conduct and Cultural Protocols

- Compliance with Tjarlirli Art's Code of Conduct and community cultural protocols.
- Respect for Indigenous governance structures and decision-making processes.

Application Process

Applicants must submit:

1. **Cover letter** summarising suitability for the role.
2. **CV** detailing relevant experience.
3. **Responses to selection criteria.**
4. **Contact details of two referees** (with permission to be contacted).

Application Deadline

11:59 PM, Wednesday, 19 March 2025

How to Apply

Please send your application via email to art@tjarlirliart.com

Interview Process

All interview questions will relate to the selection criteria. Please read this Position Description and selection criteria to prepare for the interview.

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 Appointed.