



**Culture First.**  
Supporting Aboriginal Art Centres  
of Central Australia

## **UTOPIA ART CENTRE – ARLPARRA COUNTRY**

Position title: Art Centre Manager – full time  
Reporting to: Desart Chief Executive Officer  
Salary: \$75,000 plus accommodation, allowances and above award conditions  
Contract: 12-month contract (renewable)  
Location: Arlparra community (with frequent local and some regional travel)

### **Background**

Desart is the Association of Central Australian Aboriginal Art & Craft Centres. We are the peak body for Central Australian Aboriginal art and craft centres and our members are owned and governed by Aboriginal people.

Desart is committed to supporting Aboriginal art centres, which provide autonomy, sustained growth and stability for Central Australian Aboriginal communities. Urapuntja Aboriginal Corporation is working with Desart in the recruitment and supervision of their new art centre coordinator, and to support them through access to industry expertise.

### **Utopia Art Centre**

The Utopia region, north east of Alice Springs, has a compelling and distinctive art history. Utopia artists have produced some of remote Australia's most recognisable works of art, painted by leading artists including one of the most prominent and successful of all Australian artists, Emily Kame Kngwarreye.

Utopia was one of the first remote area regions to be artistically and commercially successful, with workshops and exhibitions from 1980 onwards. While these early successes were built on community-focused activities, this soon shifted. Aside from a short period around 2001, Utopia has never had a community art centre and the dominant commercial practice has been direct artist-dealer relationships and the promotion of individual artists.

In 2018, the Board of Urapuntja Aboriginal Corporation approached Desart to gain support and direction in establishing a community owned art centre. Since then a business and operation plan has been developed. A space has been allocated for the art centre, funding has been successful, enabling Desart to recruit a manager. Infrastructure funding has also been secured, allowing for a new studio workshop building.

Utopia Art Centre has its foundations in a strong, culturally appropriate partnership between

Urapuntja Aboriginal Corporation, Desart and the artists of Utopia. This three-way partnership ensures the commitment of artists and the local capacity of UAC is complemented with best practice processes and access to industry knowledge, as well as support for setting up cultural protocols, designing infrastructure, recruitment and employment and operational advice and resources to make this new enterprise a success

### **Art Centre Manager**

The Manager is responsible for effective operations, systems and policies and procedures at the new Utopia Art Centre. They will support and encourage the development of artworks, mentor artists and assist their vision for cultural maintenance and development. She/he will need to have sound administration skills alongside a strong sense of aesthetics, with experience in arts development and/or marketing are desirable. Respect and understanding of cross-cultural environments are important and a knowledge of contemporary Aboriginal art would be an advantage. Applicants will need to be confident in working autonomously, while recognising and nurturing the relationships necessary for the success of Utopia Art Centre.

For questions about the position and a job description, please contact Tim Acker on 0410 038 226 or [tim@tracker.net.au](mailto:tim@tracker.net.au)

**Applications close at 5pm Central Standard Time on Monday 21 September 2020.**

Your application should be marked *Confidential* and must be submitted by email to: [ceo@desart.com.au](mailto:ceo@desart.com.au)

## **JOB DESCRIPTION**

### OVERVIEW

The role of the Manager is to support the delivery of high-quality arts and cultural programming for the artists of the Utopia region. The Manager will help design and deliver activities that generate social, creative and commercial opportunities for Utopia Art Centre's artists. The Manager has overall responsibility for the day-to-day management and operations of the Centre, including implementing the art centre's business plan.

You will be employed by Desart, but report to both the Desart Chief Executive Officer and the Chief Executive Officer and/or Board of Urapuntja Aboriginal Corporation; the partnership between Desart and UAC is set out in a Memorandum of Understanding. Desart will provide industry expertise, ensure professional practice and quality processes frame the work of Utopia Art Centre. Urapuntja Aboriginal Corporation is hosting Utopia Art Centre and will support the on-the-ground work of Manager in delivering art services. This support includes financial management, governance and administration.

You may be required to travel to regional and interstate industry events, supporting the artists to attend and participate. You are also required to supervise and mentor part-time Aboriginal arts workers.

### DUTIES

#### Arts and Cultural Support

- ▶ Under the direction of the artists and the Urapuntja Aboriginal Corporation's Directors, support the development of arts and cultural expression at Utopia Art Centre.
- ▶ Coordinate the studio in Arlparra for use by community members of various age and experience and in multiple mediums, including attracting new artists.
- ▶ Design and deliver arts and cultural programming, including skills development, workshops and audience engagement for members
- ▶ As per the agreement with the artists group, support and facilitate artists to produce, market and sell high quality art.
- ▶ Travel with artists as required to attend exhibitions, events, on-country camps and meetings.
- ▶ Coordinate the post-production of artworks.
- ▶ Monitor artists output to ensure work is set aside for exhibition, awards, fairs and tours.
- ▶ Identify and facilitate training development opportunities for artists and staff, including arts worker training and support.

#### Studio Operations

- ▶ In consultation with Urapuntja Aboriginal Corporation responsibility for ordering, managing and distributing professional grade art materials.
- ▶ Support cultural development/maintenance, including opportunities for inter-generational transmission of knowledge and cultural expression.
- ▶ Supervise and support arts and cultural workers.

- ▶ Coordinate and support the display and sale of art and cultural work in Arlparra for tourists, visitors etc.
- ▶ Ensure there is no conflict of interest with the values and integrity of Utopia Art Centre and Urapuntja Aboriginal Corporation.

#### Administration

- ▶ Responsibility for the daily operations of the Utopia Art Centre.
- ▶ Ensure that quality processes are followed, including photography, collation of stories, cataloguing and ensuring the SAM database is accurate and up to date.
- ▶ Regular communication with Urapuntja Aboriginal Corporation, including email and telephone correspondence, participate in meetings and provide written reports if/as required.
- ▶ Always work within the operational budget and follow procurement procedures.
- ▶ Support good governance.
- ▶ Ensure the rights of members are upheld, including copyright, intellectual and cultural property, resale royalty and the Australian Indigenous Art Code of Conduct.
- ▶ Comply with relevant occupational health and safety legislation and ensure safe work practices are observed.
- ▶ Support the identification and sourcing of funding for programming, operations and professional development.
- ▶ Maintain and promote the quality and integrity of artworks, including relevant marketing activities such as social media, online and through exhibitions.
- ▶ Develop and maintain productive working relationships with community and external stakeholders.

#### SELECTION CRITERIA

##### Essential

- ▶ Relevant qualifications and/or substantial experience in arts administration or a related discipline.
- ▶ An understanding of contemporary Aboriginal art practice or the broader visual arts and craft industry.
- ▶ Ability to manage a business, including staff management, financial administration and efficient office procedures.
- ▶ Ability to critically assess art and recognise and nurture artistic talent
- ▶ Flexibility, ability to multitask and work in a high-pressure environment
- ▶ Proficient IT skills and the ability to learn new software.
- ▶ Proven capacity and maturity to live and work in a remote, busy and often challenging cross-cultural environment.
- ▶ Current manual drivers' licence and the capacity to travel in remote areas.

##### Desirable

- ▶ Experience in promotion and marketing, including social media and online.
- ▶ Understanding of copyright and intellectual property issues.

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

## **APPLICATIONS**

Applications that do not address all selection criteria will NOT be considered.

Applications must include a cover letter, current CV and statement addressing the above selection criteria. Please include the details of two recent/relevant referees.

Applications close on **21 September 2020 at 5pm** Central Standard Time. Late applications will be at the discretion of Desart.

Your application should be marked *Confidential* and must be submitted by email to:  
[ceo@desart.com.au](mailto:ceo@desart.com.au)

## **RECRUITMENT, SELECTION AND APPOINTMENT STANDARDS**

As an equal opportunity employer, it is Desart's intention to appoint the most suitable person. To achieve this, the 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**

The following is to assist you in preparing your written application and to plan for the interview. The selection process involves a written application, an interview and reference checks. The successful applicant will also have a national (Federal) police clearance certificate.

It is compulsory to address the selection criteria and please only apply if you meet the requirements for this position.

Your application should include the following:

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.
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 each of the selection criteria.

### **The Interview**

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. 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.

## **JOB PACKAGE – MANAGER**

### **1. EMPLOYMENT**

A 12-month renewable contract, subject to ongoing funding is offered. As Utopia Art Centre is a newly established enterprise, the Manager position will be employed by Desart, with local support and direction provided by the Urapuntja Aboriginal Corporation.

### **2. AWARD**

Employment conditions in accordance with Amusement, Events and Recreation Award 2010. A copy of this Award is available on request. Above award conditions apply to this position.

### **3. SALARY**

The salary is \$75,000 p/a, depending on experience, including a range of allowances, set out below.

### **4. HOURS OF WORK**

38 hours per week, with some out of hours work required.

### **5. ACCOMMODATION**

Fully furnished accommodation will be provided in Arlparra. Urapuntja Aboriginal Corporation will make all endeavours to ensure the size and layout of the accommodation is commensurate with your circumstances. Nominal rent and a contribution towards utilities will be required.

### **6. VEHICLE**

Utopia Art Centre has a vehicle to support a wide range of activities and outreach. This vehicle is available for limited personal use by the Manager; such use includes personal use in the Utopia area and reasonable travel to/from Alice Springs.

### **7. ANNUAL LEAVE**

Six weeks annual leave to be taken within each 12 months service. Annual leave will be calculated on a pro-rata basis until 12 months of service has been completed.

### **8. REMOTE AREA LEAVE/TIME OFF IN LIEU**

Where approved, you may take time off in lieu (TOIL), up to a maximum of ten days per year and a maximum of five days per quarter. No more than five days of time off in lieu may be accrued and taken within each quarter. TOIL is not accrued and must be nominated in advance, in consultation with Desart and UAC. No overtime is payable.

### **9. ANNUAL LEAVE TRAVEL ASSISTANCE**

At the completion of every 12 months continuous service, one return economy airfare to the value of a return flight to the nearest capital city of recruitment from Alice Springs.

### **10. SUPERANNUATION**

Current superannuation contributions are 9.5% of the base salary, as per legislative requirements.

#### 11. ACCOMMODATION

Self-contained and fully furnished accommodation is provided with this position. Private telephone calls and excess internet use are the responsibility of the employee.

#### 12. RELOCATION ALLOWANCE

A relocation allowance of up to \$1,000, with 50% being paid after six months service and 50% paid after 12 months service.

#### 13. CONDITIONS SPECIFIC TO UTOPIA ART CENTRE

- ▶ Staff must abide by the relevant section/s of the Indigenous Australian Art Commercial Code of Conduct.
- ▶ Staff must abide by relevant community by-laws.
- ▶ Staff must follow the policy for the purchase of artworks as detailed in Desart's Art Centre Manual.
- ▶ Recognise that Utopia Art Centre operates within a limited budget, whose primary purpose is the delivery of quality arts enterprise services to Utopia-area artists and communities and to adapt management and operational decisions accordingly.

#### 14. PROBATION AND PERFORMANCE REVIEWS:

This position is subject to probation. 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 and continuing employment confirmed subject to satisfactory performance.

Should you not perform your duties to the satisfaction of Desart, as representatives of the Utopia artists, Desart 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 probation review will be conducted by a group comprising representatives of external organisations including Desart and Urapuntja Aboriginal Corporation.

An annual performance review will also be conducted by Desart and/or Urapuntja Aboriginal Corporation.

## THE APPLICATION PROCESS

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 going into too much detail.
2. Resume – a 4 page maximum, comprising:
  - a. A summary of your employment history starting with the most recent position. Please include dates, name of employer, position title and give brief details of the tasks that were required in each position.
  - b. Include any relevant training courses you have attended in the last 2 to 3 years.
  - c. Any activities you have undertaken outside of work which are relevant to the position you are applying for.
3. Referees
  - a. Provide the names and contact details of two work related referees.
  - b. Describe nature of working relationship with referee.
  - c. Referees should be contacted for approval before nominating them.
  - d. Only referees who can comment on your work experience should be listed.

### 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. To prepare yourself for the interview questions consider the following:

1. Re-read the Position Description and the selection criteria.
2. Focus on the selection criteria and think of examples of work situations where you applied the relevant skills and abilities.
3. Focus on the duties of the position and think about how you would carry them out. Think about any problem you might encounter and how you would resolve them.

### The interview

The following points are recommended:

1. Don't assume panel members know your suitability for the job even though you may have worked with them or have previous experience.
2. Answer questions fully, without unnecessary details.
3. Where possible, relate your answers to direct experiences you have had.
4. Feel free to ask questions to the panel.