

**INJALAK ARTS AND CRAFTS ABORIGINAL CORPORATION
CHIEF EXECUTIVE OFFICER APPLICATION PACK**

July 2019

Position Title	Chief Executive Officer (CEO)
Organisation	Injalak Arts and Crafts Aboriginal Corporation
Location	Gunbalanya (Oenpelli) East Arnhemland and Darwin
Employment Status	Initial two-year contract with option to renew
Employment Type	Full-time
Salary Range	\$110,000-\$130,000 plus 9.5% superannuation. Salary Sacrifice (capped) is available
Closing Date:	5.00pm Friday 19 th July

POSITION CONTEXT

PURPOSE

The Chief Executive Officer (CEO) is responsible for the strategic direction, leadership and sustainability of the organisation, to continue to successfully meet its mission and objectives to support the members and their communities.

This newly created role of CEO at Injalak Arts is to ensure the stabilisation, continued growth and sound management of the two key businesses operated by the corporation. These businesses are: *Injalak Arts Art Centre* in Gunbalanya, and *Provenance Arts* in Darwin. This is a complex role, requiring a combination of indigenous arts management expertise, cross-cultural communication skills, high-level business skills, as well as tourism, marketing and retail knowledge.

ABOUT INJALAK ARTS

Injalak Arts is an Aboriginal-owned social enterprise, is regulated by the Office of the Registrar of indigenous Corporations and is governed by the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*. Injalak Arts is a remote community art centre located approximately 300 km east of Darwin, just inside Arnhem Land. Formed in 1989, the focus of the art centre was screen-printing local designs on fabric and a number of young people came on board. It quickly became a hive of activity and magnet for artists and craftspeople from through western Arnhem Land and the art forms grew to include painters, weavers, fabric screen printers, carvers and members were men, women, old and young. Over the 29 years of operations, Injalak Arts has current active membership is around 300 people.

Injalak Arts has an on-site workshop where printers hand screen-print fabric with designs by local men and women.

Tourism

Injalak Arts pioneered Aboriginal cultural tourism in the Northern Territory in the early 1990's. Injalak is now recognised as one of the most outstanding destinations in Australia for domestic and international tourists seeking genuine and insightful interactions with Indigenous Australians. Each year the art centre welcomes around 10,000 visitors where tourists are able to tour the art centre, visit the shop as well as experience the unique small group Injalak Hill Rock Art Tours.

Artists

Injalak Arts has around 300 active members – artists and weavers from Gunbalanya and surrounding outstations. Any Kunwinjku speaking person over the age of 18 is eligible for membership. Although the Arts Centre is located in Gunbalanya, it also services those members who choose to live at their outstations (homelands) thereby generating livelihoods for many individuals and families. The outstations regularly visited are Manmoyi, Mamadawerre and Kabulwarnamyo.

These outstations across the West Arnhemland plateau enable engagement and participation from many culturally significant community elders and artists.

Artwork

Injalak is the home of world renowned high-quality figurative paintings on bark and watercolour paper, in addition to limited edition lithographs, etchings and screenprints. Artists are also known for their unique naturally dyed coiled baskets and weavings made from the pandanus palm. These coiled fibre works are the result of a long history rich cultural exchange and artistic innovation.

New Screen Printing workshop

In 2018 a large new purpose built screen printing workshop commenced construction on site next to the Art Centre. The construction of the workshop is partially complete. Discussions are ongoing with the Commonwealth and Northern Territory Governments to source funding to finalise the construction.

Business Model

Injalak Arts is relatively unique amongst Art Centres in that the majority of its income is generated through tourist activities and retail sales both through on-line stores and in store retail at the Gunbalanya Art Centre and through the Provenance Arts gallery in Darwin. Injalak Arts is a registered charity with PBI and DGR status.

Provenance Arts

Provenance Arts is a retail outlet in Darwin and is 100% owned and governed by Injalak Arts. The goal of Provenance Arts has been to create an ethical and inclusive space that provides information about Indigenous cultural products and services, including tourism, and also markets and promotes artists and art centres. In addition to selling Injalak Arts products, the products of over 24 other art centres are also sold in the store.

Provenance Arts commenced operations in mid 2018 and as such is still in its infancy. The new CEO will be required to formulate a strategic plan to ensure the commercial viability and growth of Provenance Arts.

Special Administration

In February 2019 the corporation was placed into Special Administration by the Registrar of Indigenous Corporations.

The intent of this recruitment is that the new CEO receives a handover from the Special Administrators and builds on the business sustainability and corporate changes required under the Special Administration.

While the Corporation is under Special Administration, the directors' positions are vacated. During the Special Administration, an advisory group has been formed to work with the Special Administrators.

Prior to the ending of the Special Administration, a new Board of Directors will be appointed to take over stewardship of the Corporation following the conclusion of the Special Administration.

The recruitment of an appropriately skilled and experienced CEO is essential for the ongoing sustainability and growth of the Corporation. Essential to the role is the proper and timely reporting to the newly appointed Board (following the conclusion of the Special Administration). As such, strong governance skills are essential.

POSITION DESCRIPTION

The Chief Executive Officer (CEO) is responsible for the strategic direction and leadership of the organisation, overseeing the financial, operational and human resource management. This role of CEO at Injalak Arts is a newly created role to ensure the stabilisation, continued growth, and sound of management of the two key businesses which comprise Injalak Arts.

REPORTING RELATIONSHIP

The position will report monthly to the Injalak Arts Board of Directors.

DIRECT REPORTS

The CEO has six direct reports:

- Administration Officer
- Arts and Cultural Officer
- Art Centre Support and Multimedia Officer
- Screenprint Workshop Managers
- Darwin Markets Coordinator (Seasonal)
- Provenance Retail Manager

During the high season additional staff are employed to meet operational requirements.

SALARY PACKAGE

	\$	\$
Base Salary	110,000	130,000
Superannuation-9.5%	10,450	12,350

- Provision of fully furnished 3 bedroom Managers House on site
- Electricity & Outgoings for residence (approx. value \$3,000)
- Mobile phone (approx value \$1,200)
- Air fares to Darwin as required for work purposes and for annual leave
- Five weeks Annual Leave
- Reasonable relocation costs (to be agreed)
- The Art Centre has two vehicles for work related activities.
- Salary Sacrificing is available for this position

CEO RESPONSIBILITIES

Leadership and Relationship Management

- Lead the staff team and work side by side with the Board to achieve the vision of the Board and members
- Work with Board and members to develop and implement a new Strategic Plan
- Stabilise the operations and staff team of Injalak Arts and establish a positive workplace culture
- Pro-actively manage relationships with key stakeholders including the members, industry bodies, contractors, funding bodies, tourism operators, media and other Gunbalanya corporations and agencies

Artistic Leadership and Quality Management

- Support artists to continue to develop and experiment as professional artists;
- Establish internal management systems which ensure the quality of all artwork which is produced and sold to market both in person and on-line

Governance Support

- Work side by side with the Injalak Arts Board to strengthen governance practices. Recognise and respect existing traditional law and leadership frameworks as they impact on the governance of the Art Centre
- Assist or seek assistance in the integration of existing leadership and decision-making protocols and the CATSI Act requirements of the corporation

Financial Management

- Provide financial oversight of Injalak Arts and Provenance Arts including budgeting, forecasting, and operational administration and stocktaking
- Oversee and instruct external bookkeepers and auditor
- Develop and implement strategies to increase revenue in existing streams and investigate and implement new streams

- Manage funding applications whilst working in partnership with key government and non-government organisations to obtain funding, resource development or any other assistance as required

Human Resource Management

- Create and foster a workplace which encourages, welcomes and supports Indigenous employment and participation in the Art Centre
- Ensure all art centre staff and artists work in a safe and efficient manner, in line with occupational work health and safety regulations and are familiar with and follow policies and procedures of the art centre
- Ensure all staff are supported and have the tools and skills they need to do their jobs:
- Provide appropriate supervision and transparent performance management program
- Ensure a cohesive team approach
- Coordinate staff training and mentoring programs
- Ensure all relevant staff are trained in the use of SAM & Retail Express databases

Sales and Marketing

- Oversee strategies to protect and grow the profile and brand of Injalak Arts and Provenance Arts
- Work with staff to ensure continued growth of sales and lead effective marketing both locally and internationally through smart and tactical promotions and partnerships

Facilities Management

- Lead and oversee the management and maintenance of Injalak Arts Centre, screen-printing facility and Provenance Arts.
- Ensure Injalak Arts Centre, screen printing facility and Provenance Arts are safe and healthy work environments

EXPERIENCE AND PERSONAL QUALITIES

This is a role for a senior arts management professional who brings demonstrated experience working with indigenous contemporary artists and supporting their participation in the remote business economy. The CEO will possess the experience and skills to manage a complex \$2.5million business. You have prior experience in managing an Art Centre (or similar) or a regional gallery, with strong connections and networks within the art world. Prior experience working with remote communities and Aboriginal artists would be beneficial. You have excellent communication and listening skills and are ready to work cross-culturally and learn from those around you.

SELECTION CRITERIA

1. Tertiary qualifications or equivalent work experience in an arts or related industry. A minimum of 5 years experience managing an indigenous art centre or similar arts organisation an advantage.
2. Knowledge of the Aboriginal art industry and the ability to deliver well-managed arts and cultural projects exhibitions, both locally, nationally and internationally.
3. Demonstrated experience managing and supporting staff and establishing a positive and motivational workplace culture.
4. Demonstrated retail business management experience. Experience in fast moving consumer goods and/ or hospitality/ tourism an advantage, but not essential.
5. Strong financial management and budgeting skills and an ability to explain the financials to members in plain English.
6. Demonstrated understanding of the arts funding landscape including the ability to prepare successful funding applications, manage budgets, and fulfil acquittal obligations.
7. Ability to work in a small team and to perform in a high-pressure environment.
8. Experience reporting to and supporting an Aboriginal Board of Directors.
9. Current driver's licence and experience driving a 4WD in a remote context (or willingness to do 4WD training). Ability to travel for extended periods and available to live in a remote community. Preparedness to travel in small light aircraft is essential.
10. 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.

HOW TO APPLY

Please supply the following

1. Please tell us in no more than 800 words:

- Why you are interested in this role; and
- How your skills and experience address the requirements of the role (with consideration of the selection criteria).

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.
- Tertiary qualifications and details of any training courses completed in the last two to three years.
- Any activities outside of work which are relevant to the position you are applying for.

3. Referees

- Please provide names and contact details of two work related referees
- Please describe the nature of working relationship with referee

All applications must be e-mailed to:

jobs@mobct.com.au

CLOSING DATE

Applications close 5.00pm (CST) Friday 19th July 2019

FOR FURTHER INFORMATION

If you have any questions about this recruitment or about the role, please email Sally on this address or phone on: (08) 8985 7528.