

## INJALAK ARTS – KUNWINJKU COUNTRY

Position Title: Operations Manager

Reporting to: Chief Executive Officer

Direct reports: 10 staff plus seasonal & regular casuals

Salary: \$80,000 – 90,000 plus superannuation, accommodation, allowances and above award conditions

Location: Gunbalanya community, West Arnhem Land, NT (with frequent local and some regional travel)

Contract: 6 month contract (renewable)

Travel: You may be required to travel to regional and interstate industry events, supporting the artists to attend and participate

### About the role

This newly created role of Operations Manager is part of a small, dynamic team that ensures the smooth operations of Injalak Arts, based in Western Arnhem Land. This position coordinates day-to-day operations of the art centre in the remote community of Gunbalanya and supports the CEO in the implementation of best practice systems, policies and procedures across the organisation including the gallery shop, buying desk, administration, arts and textiles production, tours, NDIS program, CDP program and online retail. This position oversees 10 permanent staff and seasonal casuals, as well as supporting the artist membership comprising over 300 artists across Gunbalanya and outstation communities.

### About the art centre

Injalak Arts & Craft Aboriginal Corporation is celebrating 31 years as an established art centre run by an indigenous Board of Directors. This work continues at the foot of Injalak Hill, which holds some of the most significant rock art in the world and continues an art making tradition which is over 65,000 years old. Injalak's artists create paintings on paper and bark, carvings, weavings, textile design and screen-printing, multimedia projects and much more. The art centre offers important opportunities for the people of Gunbalanya and surrounding homelands not only in terms of employment and other economic development, but social, cultural, health and wellbeing. The art centre is internationally renowned for its representation of Kunwinjku traditions.

Team members have core duties but are also flexible and multi-task so as to assist each other as required/directed to ensure the smooth functioning of the art centre. There can be significant seasonal impacts on time allocation to tasks.

**Applications close at 5pm Tuesday 29 September 2020.**

For questions about the position and submitting applications please contact the CEO by emailing: [ceo@injalak.com](mailto:ceo@injalak.com)

## Operations Coordinator Duties and Responsibilities:

### Operational & governance

- Recognise and respect existing Traditional Law and leadership frameworks.
- Adhere to the projects and programs of the art centre as outlined in the organisation's business, strategic and marketing plans and in accordance with applicable funding requirements and guidelines
- Uphold good governance procedures as applicable to an Aboriginal Corporation
- Support employment and training opportunities to Art Workers, NDIS & CDP participants
- Adhere to Injalak Arts' Code of Conduct, the Indigenous Commercial Code of Conduct and the community's cultural protocols
- Develop and maintain positive working relationships with the local community, Injalak Arts partners, relevant agencies and service providers
- Maintain regular communication with the CEO on all operational and artistic matters
- Ensure all policies and procedures are updated to reflect best practice operations
- Supervise all Arts Workers in their daily tasks
- Ensure staff are maintaining equipment, vehicles, buildings and facilities ensuring that they are in line with OH&S standards
- Attend regular artist meetings and listen to the needs of members
- Ensure Tours are being coordinated effectively, maintain stakeholder relationships, develop policy and system requirements
- Support the development and implementation of the NDIS program
- Monitor staff performance

### Fine art & other development

- Respect and encourage maintenance of Kunwinjku language, culture and tradition
- Develop Bininj capacity by fostering a supportive learning environment
- Ensure staff are maintaining the art centre space, equipment and facilities in accordance with professional OH&S standards
- Ensure arts development staff are managing stock levels of art and associated materials
- Establish internal systems which ensure the quality of all artwork which is produced and sold to market both in-person and online
- Assist in the scheduling and writing of award entries as directed
- Undertake special projects in consultation with the CEO
- Organise bush trips with artists/staff to source materials on country
- Support the development of new products and merchandise
- Ensure staff support the access and participation of outstation-based artists

### Sales & Promotion

- Support business development in line with directives from the CEO and Board
- Oversee the sale of artworks and gallery shop operations
- Support the coordination of exhibitions and projects
- Support the promotion of products and services as required

- Support staff to manage the website, social media and online community
- Attend exhibitions, markets, festivals and support the CEO with the assisting travelling artists, transport and set up of artworks, sale of artworks
- Ensure staff document artworks with the SAM database system, including artists' biographical information and relevant artwork information.
- Ensure documentation of related arts/cultural activities, such as bush trips etc.
- Monitor and support the implementation of artists' copyright and intellectual property rights.
- Ensure smooth operation of packing and freight of artworks
- Maintaining database of customers, suppliers, media, industry and publicity contacts, peak bodies and networks.

### **Admin**

- Responsibility for the daily operations of Injalak Arts
- Coordinate field trips, travel and accommodation as directed by the CEO
- Identify issues, develop and maintain register of policies and procedures
- Support the development and acquittal of funding submissions
- Encourage Aboriginal employment wherever possible and support, train and mentor local Aboriginal staff as needed
- Ensure the effective running of the stocktake
- Monitor and process staff timesheets
- Support the development of a robust CDP program and maintain records
- Always work within the operational budget and follow procurement procedures
- Assist the CEO in the coordination and documentation of meetings
- Maintain efficient and accurate file management systems
- 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.
- Develop and maintain productive working relationships with community and external stakeholders.
- Undertake other administrative duties as required

Other duties as may be directed from time to time.

## **SELECTION CRITERIA:**

### **Essential**

1. Tertiary qualifications and/or equivalent work experience in the arts or related industry
2. An understanding of contemporary Aboriginal art practice or the broader visual arts and crafts industry
3. Ability to manage staff, budgets and efficient office procedures
4. Ability to critically assess art and recognise and nurture artistic talent
5. Ability to multitask and work in a high-pressure environment
6. Proven written and oral communications skills as well as proficient IT skills and ability to learn new software
7. Proven capacity to live and work in a remote cross-cultural environment
8. Experience in sales and arts (or related) marketing
9. A current driver's license, capability in remote area travel (4WD, Manual), ability to travel for extended periods

### **Desirable**

1. Previous experience in indigenous art centre management
2. Experience in community development and/or working in an inter-cultural context
3. Demonstrated understanding of the arts funding landscape including the ability to prepare successful funding applications, manage budgets, and fulfil acquittal obligations
4. A current Ochre Card

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).

## SALARY PACKAGE

### 1. Award

Employment conditions in accordance with Amusement, Events and Recreation Award 2010. A 6-month renewable contract is offered.

### 2. Salary

The salary plus allowances depending upon qualifications and experience relevant to the position.

### 3. Hours

Hours of work Standard ordinary hours are 7.6 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.

### 4. Annual leave

Annual leave provided will be six weeks per annum on completion of 12 months service and accrued pro-rata.

### 5. Time off in Lieu

Where approved by the CEO, you may take time off in lieu, up to a maximum of 15 days 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. TOIL is not accrued and must be nominated in advance.

### 6. Relocation assistance

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

### 7. Long service leave

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

### 8. Vehicle & Driver's License

A current NT (Class C Manual) Driver's license is an essential requirement. Injalak has a vehicle to support a wide range of activities and outreach. This vehicle is available for limited personal as approved by the CEO; such use includes reasonable travel to/from Darwin.

### 9. Superannuation

Injalak Arts makes superannuation contributions of 9.50% as per legislative requirements. These contributions can be paid into your nominated super account

### 10. Accommodation

Subsidised accommodation is provided and will be discussed at interview. A contribution towards utilities will be required.

### 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.

### 12. Conditions specific to Injalak Arts:

- Staff must abide by the relevant section/s of the Indigenous Australian Aboriginal Art Code.
- Staff must follow the policy for the purchase of artworks as detailed in the Injalak Arts Policy and Procedure manual.

- Recognise that Injalak Arts operates within a limited budget, whose primary purpose is the delivery of quality arts enterprise services to Bininj to adapt management and operational decisions accordingly.

### **13. 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 the CEO and continuing employment confirmed subject to satisfactory performance.

Should you not perform your duties to the satisfaction of the CEO, the CEO may at their 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.

An annual performance review will also be conducted by the CEO.

## **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 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 Injalak Arts CEO, this corporation may at its discretion extend the probationary 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.

## **APPLICATIONS:**

Applicants are requested to submit written applications including a cover letter, addressing the selection criteria, resume and referees. Your application should be addressed to: Chief Executive Officer, Injalak Arts and Crafts Aboriginal Corporation via email to [ceo@injalak.com](mailto:ceo@injalak.com)

**Applications close at 5pm Tuesday 29 September 2020.**