

**INJALAK ARTS – KUNWINJKU COUNTRY**

Position Title: Acting Studio Coordinator (maternity leave cover position)

Reporting to: Operations Manager

Direct reports: N/A

Salary: \$59,000 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 (possibility to extend)

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

**About the role**

The Acting Studio Coordinator (ASC) is part of a small, dynamic team that ensures the smooth operations of Injalak Arts. The ASC focuses on supporting artists and staff in the facilitation of quality art and product outcomes including managing the screen-printing workshop.

**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 Monday 07 December 2020.**

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

## Acting Studio Coordinator Duties and Responsibilities:

### Management of Resources into the Arts Centre including artists, staff & supplies

- Liaise with artists daily on their production
- Provide support, training and guidance on improving artistic outcomes
- Source, prepare and distribute art materials as directed/required
- Monitor and order all art materials and supplies as required
- Maintain responsibility for allocation and use of motor vehicles and transport arrangements for the purpose of material collection and cultural use for art making
- Facilitate outstations trips to service outstation artists and purchase art
- Manage with appropriate sensitivity the social and cultural situations of artists and craftspeople, be fair in all dealings
- Assist in curatorial decisions
- Identify career pathways for artists e.g. fine art, curatorial, arts worker, collections management, etc.
- Identify artworks for consideration of the archive
- Support bush trips and facilitation of access to country
- Develop and maintain positive working relationships with the Kunwinjku community, Injalak Arts partners, relevant agencies and service providers.
- Maintain regular communication with the Operations Manager on all operational and artistic matters.

### Operational & Screen-printing Workshop

- Manage screen-printing workshop including staff scheduling, supervising and stock management;
- Record royalties for screen-printing designs and resale royalties and provide data to OM for weekly processing;
- Assist with stocktakes as required;
- Work with Fashion & Textiles subcommittee to achieve the strategic goals of the organisation

### Administration

- Review annually and make recommendations as to price changes of artists work
- Undertake the documentation of artwork story and associated material, labelling, photography and storage of finished artworks.
- Liaise with Operations Manager weekly on allocating catalogued new works to exhibition
- Maintain exhibition draws
- Maintain, enter/update SAM and cataloguing of all art products
- Be responsible for ordering of art supplies
- Maintain the Procedures and Policies relevant to arts and textile development

### Stock Management

- Ensure required photographs of art are taken for cataloguing, documentation,

- o biographies, client requests and advertising purposes
- o Ensure that all original artworks are documented and authenticated accurately and in a timely manner
- o Store and manage art in stock

### **General**

- o Coordinate and support special projects as directed;
- o Participate in staff meetings;
- o Assist with general requests for information;
- o Assist with artwork buying and admin as required;
- o Participate in overall strategic and operational planning;
- o Travel with artists for exhibitions, art fairs and events;
- o Support the sale of artworks

Other duties as may be directed from time to time.

Support other staff tasks as required/requested.

## **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 engage staff in collaborative work environments
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 marketing (or related)
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. 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 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 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 Monday 07 December 2020.**