

POSITION DESCRIPTION

Studio Coordinator

Job Title	Studio Coordinator [Ceramics or other art practice]
Supervisor	Manager, Inkwareny Artists
Job Type	<ul style="list-style-type: none"> • Full Time / Blocks of time [This is an opportunity for practicing artist to work in blocks of 2-6 months and then return home. With ongoing arrangement/relationship with community] <ul style="list-style-type: none"> • Up to 40 hours per week • Length of employment: to be negotiated
Salary	Above Award. Amusements, Events and Recreation Award 2020 and applicable legislation. Level 6 – [\$38.46/hr / \$75-\$85,000pa full-time / block depending on experience] Plus, statutory superannuation [12%]
Benefits	<ul style="list-style-type: none"> • Fully furnished accommodation [shared or self-contained] with utilities, provided on site • 6 weeks annual leave and leave loading • Vehicle for work purposes • Annual return flight
Location	Remote Community- Inkwareny Artists of Yuelamu, Yuelamu, Northern Territory [3hours drive NW of Alice Springs]

Inkwareny Artists

Inkwareny Artists of Yuelamu Aboriginal Corporation [InkArts] is the Anmatyerr people of Yuelamu's new art centre and gallery. Formed in October 2023, our goal is that: **Through art, Anmatyerr culture is strong.**

Inkwareny Artists is conceived by us, seed funded by us, led and operated by us with 100% of monies going back to community, directly to artists and to operate our social enterprise. See inkwarenyartists.com and our Facebook page for more information.

The way we work:

Inkwareny Artists of Yuelamu embodies a deep connection to culture, community, and the environment, with values, principles, and culture that reflect the traditions, beliefs, and practices of the local Anmatyerr people.

The core values, principles, and cultural aspects that guide us include:

- Respect for culture and traditions
- Community empowerment and collaboration

- Connection to Country
- Storytelling and knowledge sharing
- Inclusivity and diversity
- Self-determination and autonomy

This is an exciting opportunity to join us in our forming stage through exploring different art forms that develop our artistic niche.

We have a strong history of ceramics and have local clay, see https://youtu.be/dg1Rcy_19NU?si=DomqM-mu3ne4TRh6 for a beautiful video of our elder Patsy Morton's ceramics. The key purpose of this position is to get our **Ceramics Studio operational**. There is the potential to also support us in other art forms such as textiles, sculpture, painting and ochre.

We are interested in employing up to two studio coordinators to share the position [with blocks of time] bringing a diversity of art practice, age, gender and personality to our community. A key objective is to keep the art centre open for at least 11 months of the year. We are interested in applicants that have an existing artistic practice and are committed to an ongoing relationship with our community over time. We are committed to supporting and sustaining our staff.

Caring for our country is very important. We strive to be strong in sustainability in all ways including our Op Shop, in art materials, upcycling and looking after the environment.

ABOUT YOU

This role calls for a well-rounded, adaptable individual with the ability to work respectfully and compassionately in a cross-cultural context. It is well-suited for a self-motivated, highly organised individual committed to creating lasting artistic, economic and cultural benefits for the community.

The successful candidate will have experience in the planning, management and delivery of projects, with a passion for artist development, arts production and Indigenous art. They will need to work closely with artists on creative possibilities and stay informed of contemporary art market and trends.

Before applying, please consider that this is a challenging role that requires mental, emotional and physical demands, navigating complex social, political and cross-cultural issues as well as living in a remote environment.

If you are up for the challenge and the great rewards that come with it, we'd love to hear from you!

JOB DESCRIPTION

The Studio Coordinator is responsible for supporting the Art Centre Manager in the delivery of high-quality arts and cultural programming for the artists associated with Inkwareny Artists of Yuelamu. You will assist in the delivery of activities that generate social, creative and commercial opportunities for these artists and their community.

MAIN RESPONSIBILITIES:

Art and creative expression support

- Support the artistic and professional development of artists
- Assist the Manager to facilitate the delivery of high-quality art and art enterprise services to Yuelamu artists
- An approximate 50% focus on **ceramics** and a 50% focus on all **other art forms**.

Cultural support

- Respect and encourage the maintenance of Indigenous language, culture and tradition, and observe any applicable protocols
- Respect existing traditional law, cultural leadership frameworks and protocols, and adhere to the Inkwareny Artists of Yuelamu Code of Conduct
- Coordinate, participate in and document cultural events and activities such as artist bush trips and hunting

Support the art production pipeline

- Maintain studio equipment and art supplies [including kiln operations], manage a busy production schedule and facilitating the delivery of a high standard exhibition program
- Provide artists with art materials and other studio-based support for the relevant mediums - including clay and kiln operation, canvas preparation and, paint mixing, wood, metal and textile production
- Document artworks using the Art Centre database
- Maintain accurate and up to date records, appropriate cataloguing and documentation of completed artworks and artist biographical details in the Art Centre's database
- Process artwork sales and coordinate packaging, freight and transportation of artworks and materials

Safe and Welcoming studio

- Create a safe, welcoming and happy studio atmosphere for the whole community
- Maintain the art space, materials and facilities in accordance with professional and occupational health and safety standards

Management

- Supervise Arts Workers

- Assist the Art Centre Manager with day to day operational and administrative aspects of the Centre, including correspondence, documentation, reporting, stock control, procurement, sales, conservation and archiving
- Relieve the Art Centre Manager as required, requested and available
- Assist with the maintenance of equipment and facilities

Business development, sales and marketing

- Assist with customer service, sales on and offsite, events and art fairs
- Assist with the preparation and production of promotional material
- Assist with the marketing of Inkwareny Artists of Yuelamu and its Artists, nationally and internationally, through the website, online art sale sites and associated galleries
- Update and Maintain the Art Centre's online presence [website and social media] in consultation with the Centre Manager

Artist and human resource support

- Help facilitate professional development and training through participation and the coordination of exhibitions, projects, festivals, forums, conferences, events, fairs and other programs
- Develop positive working relationships with Artists and Centre staff
- Encourage Aboriginal employment
- Support, train and mentor Anmatyerr staff
- Upskill workers in studio tasks

Any other duties as reasonably directed by the Art Centre Manager

Selection Criteria

Qualifications and training:

- Tertiary qualifications in visual arts, business, anthropology or equivalent work experience in an arts or related industry
- A strong understanding of different art forms, techniques and materials specifically ceramics [competency in painting, wood, metal and textiles art highly desirable]
- Current manual driver's licence with 4WD experience [or the ability to undertake 4WD training and get manual licence]
- National Police Check [issued within 3 months]
- Willingness to obtain OCHRE Card [NT Working with Children]

Experience and demonstrated skills - Required

- Demonstrated experience in **facilitating the creation of art** with artists including understanding their vision, providing guidance and helping them overcome creative or technical challenges
- Experience in **Ceramics studio coordination** [and general art studio operations]
- Sound knowledge of colour theory and mixing colour, artist development, and care and conservation of artworks
- Strong interpersonal, oral and written communication skills, including high level **cultural competency** and the ability to communicate in an intercultural, multi-disciplinary environment
- Ability to work in a team and perform in a high-pressure environment, responding to situations in a **flexible**, practical and culturally appropriate way
- Demonstratable understanding of the Australian and international **art markets** as they apply to the Aboriginal art industry
- **Art marketing skills**, experience in exhibition coordination, highly developed aesthetic sense and ability to critically assess art
- Proficient **IT skills** with proven administrative, written and oral communication skills

Desirable criteria:

- Remote area living experience
- Remote Aboriginal Cultural awareness
- Business and marketing skills and experience
- Product development experience