



## ABOUT THE ART CENTRE

Arlpwe Art and Culture Centre is a 100% community owned organisation operating in Ali Curung, within the Barkly Region. The art centre supports and promotes art and culture of the Ali Curung community, namely the four traditional language groups that have lived there since the 1950s; Kaytetye, Alyawarr, Warlpiri and Warumungu.

Arlpwe Art & Culture Centre sits on Kaytetye Country in Ali Curung, an Aboriginal community about 400km north of Alice Springs. The Art Centre opened in 2008, and the name 'Arlpwe' (pronounced Ahl-boa) was chosen for the Art Centre by the Traditional Owners.

Arlpwe Art and Culture has an extensive calendar of events, including attending major art fairs and exhibitions, as well as producing the annual Artali Dance Festival. Our artists are held in both private and public collections.

The base salary package is \$90,000 - \$100,000 per annum in addition, other competitive allowance and entitlements are also offered and will be discussed at the interview.

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

Desart is the not-for-profit peak industry body for 39 Central Australian Aboriginal Art & Craft Centres. The Arlpwe Art & Culture Centre's Board of Directors has engaged Desart to assist them in the recruitment of their new Art Centre Manager. An information package along with the position description can be obtained from the Desart website [www.desart.com.au](http://www.desart.com.au) or by email [strongbusiness@desart.com.au](mailto:strongbusiness@desart.com.au).

Arlpwe Art & Culture Centre is a member of the Indigenous Art Code.

## RECRUITMENT, SELECTION AND APPOINTMENT STANDARDS

As an equal opportunity employer, it is the Art Centre's intention to appoint the most suitable person to a vacant position. To achieve this Art Centres 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**

Thank you for your interest in the advertised job vacancy.

This documentation provides information to assist you in preparing your written application and to plan for the selection interview. Also enclosed is a Position description.

Selection involves a written application, an interview and reference checks. The successful applicant will also have a national (Federal) police clearance certificate or be willing to obtain one and a Working with Children clearance.

The selection requirements (selection criteria) are described in the position description and please only apply if you meet the essential requirements for this position. 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 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 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 and all referees should be contacted for approval before nominating them.
4. **Selection criteria responses**  
Please respond directly to all the selection criteria

#### **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 so please read the Position Description and selection criteria in preparation for your interview.

#### **The interview**

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.

#### **Submitting your application**

Your application must be marked as follows:

Private and Confidential - Attention: Strong Business Program Manager – Arlpwe Art & Culture Art Centre Manager Position and emailed to [strongbusiness@desart.com.au](mailto:strongbusiness@desart.com.au)

Or by: PO Box 9219, Alice Springs NT 0870

**Closing date:**

Applications must reach the Desert Office by Thursday February 12th 5pm CST

**Further information**

For more information regarding this position or the recruitment process please contact the Strong Business Program Manager Carmel Young on 0411534913

**Art Centre Manager Duties and Responsibilities**

Your duties and responsibilities are set out below. The Organisation may vary these duties and responsibilities at any time

**Financial Management and Administration**

1. Maintain best practice administrative procedures required in the day to day operation of the Art Centre including correspondence, business documentation, stock control, retail and wholesale sales, reporting, and contract management.
2. Financial management – banking, bookkeeping, working closely with the accountants and auditor of Art Centre and reporting to the Art Centre Directors
3. Prepare submissions for funding and acquit funding in consultation with the Directors
4. Prepare submissions for funding and acquit funding in consultation with the Directors
5. Maintain equipment, vehicle, buildings, and facilities ensuring that they are in line with OH&S standards
6. Recruit, employ and manage other staff or contract staff, employ consultants as appropriate
7. Maintain accurate records of the Art Centre’s membership base and catalogue the artworks of members of the Art Centre.

**Governance and Art Centre Leadership**

8. Recognise and respect existing traditional law and leadership frameworks as they impact on the governance of the Art Centre
9. Assist or seek assistance in the integration of existing leadership and decision-making protocols and the governance requirements of the corporation
10. Instigate regular meetings of the members and Directors ensuring translators are made available where necessary and meetings are conducted and documented in a valid manner

11. Develop and review Art Centre policy with members and the Directors as required.
12. Implement these decisions/policies upon approval by the Directors
13. Adhere to the principles of good Governance applicable to an Aboriginal Corporation.
14. Encourage awareness and knowledge of good governance practice by the Directors and members
15. Maintain a cooperative, flexible and harmonious relationship with members, the Community, its Council and other local organisations, as well as with external organisations and stakeholders
16. Assist the Directors to ensure the Corporation meets all legislative obligations and responsibilities

### **Sales and Marketing Activities**

17. Develop/maintain/implement pricing, marketing and sales strategy for approval by the Board
18. Develop new and cultivate existing relationships with Aboriginal art industry professionals and institutions
19. Organise exhibition programs with commercial galleries and public institutions
20. Organise packaging and freight of artworks
21. Maintain supply of stock to partner retail outlets
22. Seek out and develop new outlets/markets
23. Prepare and produce promotional material
24. Develop, implement and monitor marketing and publicity plans.
25. Market and promote the Art Centre locally, nationally and internationally through appropriate exhibitions, projects, prizes and advocacy activities including opportunities with Desart
26. Manage day-to-day operations of the Art Centre's retail outlets both at the Gallery and online.
27. Maintaining database of customers, suppliers, media, industry and publicity contacts, peak bodies and networks.

### **Artistic and professional development**

27. Manage and maintain an art studio and art supplies for use by members of the Art Centre.
28. Facilitate the production of artworks

29. Provide critical feedback as required and support the development of quality art production
30. Catalogue and document completed artworks, using Stories Art Money (SAM) software, and document artists' biographical details
31. Organise professional development opportunities for artists and staff
32. Organise bush trips for the collection of materials and production of artworks in country as appropriate
33. Organise the Artali Dance Festival including securing funding for the event, engaging with other organisations in the preparation and execution of the event and engaging with community leaders from Ali Curung and all other relevant elders in the region.
34. Respect and encourage maintenance of Indigenous language, culture and tradition
35. Protect and manage artists' copyright and intellectual property.
36. Protect and respect Indigenous Cultural and Intellectual Property (ICIP) rights and observe any applicable protocols; strategic and

#### **Strategic and Operational Management and Governance**

37. Undertake strategic planning to realise the vision of the enterprise's activities in consultation with the board, staff and artists.
38. Adhere to the projects and programs of the Art Centre as outlined in the Organisation's business and strategic plan and in accordance with applicable funding requirements and guidelines
39. Encourage Aboriginal employment whenever possible, support, train and mentor Aboriginal staff
40. Recognise and respect existing traditional law and leadership frameworks as they impact on the governance of the Art Centre
41. Assist or seek assistance in the integration of existing leadership and decision-making protocols and the governance requirements of the corporation
42. Instigate regular meetings of the members and the Board including by ensuring translators are made available and meetings are conducted and documented in a valid manner
43. Develop and review Art Centre policy with members and the Board as required. Implement policy upon approval by the Board
44. Adhere to the principles of good governance applicable to an Aboriginal Corporation.

45. Encourage awareness and knowledge of good governance practice by the Board and members

46. Maintain a cooperative, flexible and harmonious relationship with members, the community, its Council and other local organisations, as well as with external organisations and stakeholders

## **SELECTION CRITERIA**

### **Essential**

1. Experience working with and supporting artists to create high quality art and artist management across a multi-faceted artistic and cultural program.
2. Demonstrated management skills including successful strategic, business, governance and cultural aspects of working for an Aboriginal Corporation.
3. Demonstrated experience in the ability to secure funding, meet accounting standards and manage and maintain assets.
4. Knowledge of contemporary Aboriginal and broader visual arts industry; prizes, art markets, and exhibition opportunities for emerging and established artist career development.
5. High level experience in arts marketing, digital and online sales.
6. High level communication, stakeholder and time management skills.
7. Experience in staff mentoring, training, employment and skills development programs.
8. Demonstrated ability in successful stress management, engaging positive coping and self-care strategies.
9. Tertiary qualifications in business, community development or arts management or similar relevant qualification and/or extensive demonstrated relevant professional experience.
10. A current driver's licence and experience in manual 4WD driving on unsealed roads or ability to undertake nationally accredited 4WD training.

*Applications that do not address each of the selection criteria will not be considered.*

## **SALARY PACKAGE**

### **1. Award**

Employment conditions in accordance with Amusement, Events and Recreation Award 2010. A 12-month renewable contract is offered.

### **2. Salary**

The salary is \$90,000 - \$100,000 per annum.

### **3. Hours of work**

Standard ordinary hours are 7.5 hours a day based on 37.5 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 of six weeks per annum on completion of 12 months service.

### **5. Time off in lieu**

Where approved by the Board, you may take time off in lieu, up to a maximum of 10 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.

### **6. Annual leave travel assistance**

Following 12 months completion of service, up to \$1500 is payable, via reimbursement, contribution towards travel costs associated with living in remote Central Australian community.

### **7. Location allowance**

A re-location allowance is applicable to this position

### **8. Long service leave**

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

### **9. Driver's license**

A current Class C Manual Driver's license is an essential requirement as is the ability to drive a 4WD on unsealed roads or be willing to undertake a nationally accredited 4WD training course prior to commencement of employment.

### **10. Superannuation**

Artpwe Art & Culture makes superannuation contributions of 12% as per legislative requirements. These contributions can be paid into your nominated super account

### **11. Accommodation**

Subsidised accommodation is provided and will be discussed at the interview

### **12. Other benefits and services**

Professional development is encouraged and promoted by providing staff training as necessary and attendance at seminars/conference is also supported.

### **13. Conditions specific to Arlpwe Art & Culture Centre**

- Staff must follow the policy for the purchase of artworks as detailed in the Arlpwe Art & Culture Art Policy and Procedure manual.
- Recognise that Arlpwe Art & Culture operates within a limited budget, whose primary purpose is the delivery of quality arts enterprise services to Arlpwe Artists and to adapt management and operational decisions accordingly.

### **SUCCESSFUL CANDIDATES**

#### **1. Police clearance:**

You will be required to provide a National Police clearance and Working with Children clearance before commencing employment. Expenses of obtaining these clearances will be your responsibility.

#### **2. Probationary period:**

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 Inc. 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 Arlpwe Art & Culture Board of Directors this corporation 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.