Established in 1948, Ernabella Arts is Australia’s oldest, continuously running Indigenous Art Centre. Ernabella Arts is located in Pukatja Community, at the eastern end of the Musgrave Ranges on the Anangu Pitjantjatjara Yankunytjatjara Lands (APY Lands), South Australia in the far north west of South Australia.

**ERNABELLA ARTS - ART CENTRE MANAGER**

- 12 month contract (renewable)
- Salary sacrifice benefits (capped)

The Art Centre participates in a comprehensive and vigorous visual arts program each year and we are seeking a passionate new Art Centre Manager to co-ordinate all aspects of our operation. Ernabella primarily operates a professional painting and ceramic studio. Artists from Ernabella have won and been shortlisted in prestigious Art Awards such as Telstra National Aboriginal & Torres Strait Islander Art Award and the Indigenous Ceramic Art Award, John Fries Award and Wynne Prize.

Reporting to the Art Centre Board, the Manager will work closely with artists and Directors to develop our arts program, manage our business, support the artistic and professional development of our artists, support our Arts workers and promote the Art Centre locally, nationally and internationally through exhibitions, projects and prizes. Ernabella Arts has an expansive facility, providing professional studios for artists and management.

This is a unique and exciting opportunity for an Arts Manager who would like to experience life in a remote Indigenous community. She/he will need to be highly motivated, have sound management skills, together with a highly developed sense of aesthetics and experience in arts development and marketing is required. Respect and understanding of cross-cultural environments and knowledge of contemporary Aboriginal art is also required. You must have listening and communication skills, and know how to work to a Board.

To succeed in this position, the successful applicant must evidence the ability to work and lead in a cross-cultural environment. Previous experience in a similar role will be highly regarded. The salary package is between the range of $65,000 and $75,000 per annum (cash component). In addition other competitive allowance and entitlements are also offered and will be discussed at the interview.

Desart is the non-profit peak industry body for over forty Central Australian Aboriginal Art Centres and the Ernabella Arts Board of Directors has engaged Desart assist them in the recruitment of their new Art Centre Manager. The information package along with the position description can be obtained from the Desart website www.desart.com.au or by email programmanager@desart.com.au.

Applicants are requested to submit written applications addressing the selection criteria and marked ‘Private and confidential’ addressed to:

Senior Program Manager
Desart
PO Box 9219, Alice Springs, NT 0871 or via email to programmanager@desart.com.au

Applications close 5:00pm Thursday 24 May 2018.

Philip Watkins
Chief Executive Officer
Desart
Established in 1948, Ernabella Arts is Australia’s oldest, continuously running Indigenous Art Centre. Ernabella Arts is located in Pukatja Community, at the eastern end of the Musgrave Ranges in the far north west of South Australia.

Pukatja is the oldest permanent settlement on the Anangu Pitjantjatjara Yankunytjatjara Lands (APY Lands). The Presbyterian Board of Missions established the mission in 1937, and a craft room was established in 1948 as a means of engaging women in meaningful work and to make use of the wool that was being produced by the mission sheep station. The first craft products were hand-loomed woven fabrics and hand-pulled and knotted floor rugs with a unique pattern that became known as ‘the Ernabella walka’ or Anapalayaku Walka (Ernabella’s design). Ernabella Arts celebrated its 60th anniversary in 2008.

In recent years, long after they commenced working as artists, senior women decided to leave behind the walka of the early days and to depict their Tjukurpa (sacred stories of country and dreaming). The centre’s inimitable reputation lies in the adaptability and innovation of the artists who have been introduced to many different mediums since the craft room began. Batik, Tjanpi, punu, ceramics, silk screening, painting, spinning, weaving… Ernabella Arts has built a reputation as an art centre that is more than its 60 year history. Today its varied group of artists is a mix of young and old, men and women. The men and the women are putting down their stories in strong and individual ways. The members of Ernabella Arts are always reinventing their centre, seeing it through from its first incarnation as a craft room, into a culturally strong contemporary art centre.

Art works across all mediums by Ernabella artists have been purchased by public institutions such as the National Gallery of Australia, the National Gallery of Victoria, and the National Museum of Australia, the Art Gallery of South Australia, the Art Gallery of NSW and Queensland Art Gallery. Ernabella art sits in many of the high profile Australian private collections, and in recent years several prominent artists have been collected by ArtBank.

Ernabella Arts promotes and supports ethical practice in the creation and sale of Indigenous art. The centre is an Aboriginal owned and run corporation.

Mission statement of Ernabella artists:

Ernabella Arts nyangangka minyma pampa munu wati tjilpi, kungkawara munu yangupala tjuta warkarinyi nganampa arts-pangka nganana mukuringkula wangkaringi nganampa warka pulkaringkula kunpuringkula community nganampa wiru titutjura ngaranytjaku.

Ernabella Arts is a place where many women elders and men elders, young women and young men practice and develop our art, in order to sustain, support and promote their cultural heritage, and to improve the lifestyle of their community’s members.
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. Successful applicant will also have a national (Federal) police clearance certificate.

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. **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.
5. 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

<table>
<thead>
<tr>
<th>Your application must be marked as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private and Confidential - Attention: Senior Program Manager</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your application may be submitted as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email: <a href="mailto:programmanager@desart.com.au">programmanager@desart.com.au</a></td>
</tr>
<tr>
<td>Mail: PO Box 9219 Alice Springs NT 0871</td>
</tr>
<tr>
<td>Hand delivered: 11/54 Todd Mall, Reg Harris Lane</td>
</tr>
</tbody>
</table>

CLOSING DATE

Applications must reach our office by **5:00pm Thursday 24 May 2018**. The acceptance of late applications will be at the discretion of the Senior Program Manager.

FURTHER INFORMATION

For more information regarding this position or the recruitment process please contact the Senior Program Manager on (08) 8953 4736
POSITION DESCRIPTION

ART CENTRE MANAGER – ERNABELLA ARTS

Guided by the vision of Ernabella Artists under the direction of the Ernabella Board of Directors, the Art Centre Manager will deliver the business goals established by the Board and deliver high quality art service to the Ernabella Artists.

Ernabella Arts is a successful and thriving arts enterprise in a remote context and our Manager will have the skills and ability to build on our existing success.

Art Centre Manager Duties and Responsibilities

General

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, financial management 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. Maintain equipment, vehicle, buildings and facilities ensuring that they are in line with OH&S standards

5. Administer artists’ copyright and intellectual property rights

6. Respect and encourage maintenance of Pitjantjatjara and Yankunytjatjara language, culture and tradition

7. Encourage Aboriginal employment whenever possible, support, train and mentor Aboriginal staff

8. Recruit, employ and manage other staff or contract staff; employ consultants as appropriate; coordinate volunteers

9. Adhere to the projects and programs of the Art Centre as outlined in the Business and Strategic plan and as per funding requirements and guidelines art production

10. Order, maintain and distribute art materials. Assist artists and Art worker to prepare canvas, prepare paints and other art and craft materials

11. Facilitate the production of artworks

12. Provide critical feedback as required and support the development of quality art production

13. Catalogue and document completed artworks, using Stories Artists and Money (SAM) and document artists’ biographical details

14. Organise professional development opportunities for artists and staff
15. Organise bush trips for the production of artworks in country as appropriate, and collection of materials such as punu and spinifex

**Governance and Art Centre Leadership**

16. Recognise and respect existing traditional law and leadership frameworks as they impact on the governance of the Art Centre

17. Assist or seek assistance in the integration of existing leadership and decision making protocols and the governance requirements of the corporation

18. Instigate regular meetings of the members and Directors ensuring translators are made available and meetings are conducted and documented in a valid manner

19. Develop and review Art Centre policy with members and the Directors as required.

20. Implement these decisions/policy upon approval by the Directors

21. Adhere to the principles of good Governance applicable to an Incorporated Association

22. Encourage awareness and knowledge of good governance practice by the Directors and members

23. 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

24. Assist the Directors to ensure the organisation meets all legislative obligations and responsibilities

**Sales and Marketing Activities**

25. Develop/maintain/implement pricing, marketing and sales strategy for approval by the Committee

26. Develop new and cultivate existing relationships with Aboriginal art industry professionals and institutions

27. Organise exhibition programs with commercial galleries and public institutions

28. Organise packaging and freight of artworks

29. Maintain supply of stock to partner retail outlets

30. Seek out and develop new outlets/markets

31. Prepare and produce promotional material

32. Develop, implement and monitor marketing and publicity plans.

33. Market and promote the Art Centre locally, nationally and internationally through appropriate exhibitions, projects, prizes and advocacy activities including opportunities with Desart

34. Manage day-to-day operations of the Art Centre's retail outlet (where applicable), including customer liaison and shop display.

35. Maintaining database of customers, suppliers, media, industry and publicity contacts, peak bodies and networks.
Artistic and professional development

36. Manage and maintain an art studio and art supplies for use by members of the Art Centre.
37. Facilitate the production of artworks
38. Provide critical feedback as required and support the development of quality art production
39. Catalogue and document completed artworks, using Stories Art Money (SAM) software, and document artists’ biographical details
40. Organise professional development opportunities for artists and staff
41. Organise bush trips for the collection of materials and production of artworks in country as appropriate
42. Travel to outstations to support artists living or visiting those communities
43. Respect and encourage maintenance of Indigenous language, culture and tradition
44. Protect and manage artists’ copyright and intellectual property.
45. Protect and respect indigenous cultural rights and observe any applicable protocols.

Strategic and Operational Management and Governance

46. Undertake strategic planning to realise the vision of the enterprise’s activities in consultation with Committee, staff and artists.
47. 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
48. Encourage Aboriginal employment whenever possible, support, train and mentor Aboriginal staff
49. Recognise and respect existing traditional law and leadership frameworks as they impact on the governance of the Art Centre
50. Assist or seek assistance in the integration of existing leadership and decision-making protocols and the governance requirements of the corporation
51. Instigate regular meetings of the members and the Committee including by ensuring translators are made available and meetings are conducted and documented in a valid manner
52. Develop and review Art Centre policy with members and the Committee as required. Implement policy upon approval by the Committee
53. Encourage awareness and knowledge of good governance practice by the Committee and members
54. 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
55. Assist the Committee to ensure the Organisation meets all legislative obligations and responsibilities
SELECTION CRITERIA

Essential

1. Tertiary qualifications or equivalent work experience in an arts or related industry
2. Strong and demonstrable experience of the Australian and international art markets as they apply to the Aboriginal art industry
3. Demonstrated capacity to successfully seek funding and fulfil acquittal obligations
4. Proven organisational, leadership and management skills, including high level financial management skills
5. Arts marketing skills; highly developed aesthetic sense and ability to critically assess art; experience in exhibition coordination
6. Ability to coordinate a team approach and to perform in a high pressure environment
7. Proficient IT skills, and proven administrative, written and oral communication skills
8. Drivers license, experience driving a 4WD in a remote context and the ability to travel widely in support of Ernabella Artists activities.
9. Capacity to live and work in a remote location and a dry community

Highly Desirable

10. Experience working with and reporting to Aboriginal people

REPORTS TO & SUPERVISES

• The Art Centre Manager reports to the Ernabella Board of Directors.
• The Art Centre Manager supervises the Studio Manager, the Ceramics technician and Anangu Arts workers (currently 4 part-time and 2 casual)
**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 within a range $65,000 - $75,000 (cash component) per annum plus allowances depending upon qualifications and experience relevant to the position.

3. **Hours of work**
   Standard ordinary hours are 8 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**
   For intents and purposed annual leave provided will be five weeks per annum on completion of 12 months service.

5. **Remote Area Leave**
   Where approved by the Committee, you may take time off in lieu, up to a maximum of four weeks 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, $1000 is payable 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 SA (Class C Manual) Driver’s license is an essential requirement

10. **Superannuation**
    Ernabella Arts makes superannuation contributions of 9.50% 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 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 Ernabella Arts**

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

<table>
<thead>
<tr>
<th>CASH COMPONENT</th>
<th>$65,000.00</th>
<th>$75,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superannuation @ 9.50%</td>
<td>$6,175.00</td>
<td>$7,125.00</td>
</tr>
<tr>
<td><strong>Total Package</strong></td>
<td><strong>$71,175.00</strong></td>
<td><strong>$82,125.00</strong></td>
</tr>
</tbody>
</table>

(N.b superannuation will be adjusted accordingly with legislative requirements)

**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 Ernabella Arts Board of Directors, this Organisation 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.