



Studio Coordinator

Position Description and Selection Criteria

About Iltja Ntjarra Art Centre

Iltja Ntjarra Art Centre is an Aboriginal owned and governed art centre based in Mparntwe (Alice Springs), Northern Territory. It was established in 2004 and incorporated as a separate entity in 2016 (formerly Ngurratjuta Iltja Ntjarra/ Many Hands Art Centre). It consists of a painting studio and a gallery space, open for artists and visitors alike.

A small group of vibrant Aboriginal men and women - emerging and established artists - come together to paint, sing and enjoy a creative time together. Members of the centre are passionate about the Hermannsburg painting tradition and are determined to keep Albert Namatjira's legacy strong and alive for future generations.

The artists of Iltja Ntjarra Art Centre paint landscapes of the West MacDonnell Ranges using diverse techniques and mediums. They are celebrated for their scenic watercolour paintings on paper as well as for their innovative projects, including the transposing of circular imagery onto 1950's-style skirts, a permanent mural at the back of the Alice Springs post office, and a collaborative landscape painting on silk by artists Hubert Parerourltja and Mervyn Rubuntja, winners of the 3D category at the 2021 NATSIAA.

Position

Iltja Ntjarra is seeking a dynamic individual who will support artists at the centre with the development of their artistic career. This is a permanent full-time (Monday to Friday) position.

The successful applicant will have excellent visual art mentoring skills and an innovative and creative vision. To succeed in this position the applicant must evidence the ability to work in a cross- cultural environment. Previous experience in a similar role will be highly regarded.

The salary package includes:

- Base salary of \$60,000 to \$68,000 (pro rata) plus superannuation
- 6 weeks annual leave
- Competitive allowances and entitlements

To Apply

Please submit a current Resume and Cover Letter addressing the essential criteria in up to three pages. Please email your application to: manager@manyhandsart.com.au

Applications for this position are open until a suitable pool of candidates is received. This means the vacancy may close without notice. If you are interested in this position, we highly recommend you apply as soon as possible.

For role specific enquiries, please contact: Iris Bendor – Manager, Iltja Ntjarra Art Centre:
manager@manyhandsart.com.au
(08) 79793452

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, the organisation's 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 this 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. Applicants will be notified of the outcome of their written applications and successful applicants will be asked for an interview.

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 three 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 of 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.

Position Description - Studio Coordinator

The Studio Coordinator is responsible for coordinating the studio space and supporting artists to create their art and develop their professional capabilities. They also work closely with the Art Centre Manager to support them in overall management of the Art Centre and exhibition schedule to ensure that the organisation's vision is achieved, and compliance obligations and sustainability are maintained. This includes:

Servicing an Indigenous corporation, support with administration, funding applications, marketing, sales, promotion, and supporting cultural maintenance and development as requested.

The Studio Coordinator:

- Reports to the Il'tja Ntjarra Art Centre Manager
- Works closely with other staff
- Responsible for and works with an Art Worker

Studio coordination

- Coordinate and maintain the Il'tja Ntjarra Arts studio
- Ensure artists are aware of and understand Art Centre procedures and protocols
- Ensure the workspace is safe, clean and comfortable and operating in line with OH&S requirements
- Order and distribute professional quality art supplies, including prepared paper and canvas
- Coordinate the conservation and archiving of completed artworks
- Supervise and train Art Workers in studio practices
- Assist with cultural events

Artwork production

- Recognise and nurture artistic talent
- Prepare and help facilitate the production of professional quality artworks
- Assist artists using fine art materials to a high professional standard
- Provide feedback to artists as required and support the development of quality art production
- Organise bush trips for the production of artworks on country as appropriate

Artwork coordination and marketing

- Coordinate appropriate cataloguing and documentation of completed artworks, using the Stories Art Money (SAM) database software, and document artists' biographical details
- Coordinate freight and packaging of artworks
- Assist with customer service, sales on site, off site, and in events and art fairs
- Assist with the preparation and production of promotional material as required
- Assist with marketing Il'tja Ntjarra Art Centre and its artists nationally and internationally through relevant exhibitors, sales, prizes and curatorial opportunities
- Update social media pages
- Assist the Manager with day to day operational and administrative aspects of the Art Centre as directed, including correspondence, business documentation, stock control, retail and wholesale sales, reporting, financial admin, conservation and archiving, maintenance of equipment and facilities and other tasks as required.

Staff, culture and community

- Develop good working relationships with artists and staff
- Encourage Aboriginal employment, and support, train and mentor Aboriginal staff
- Encourage emerging artists in Alice Springs and Hermannsburg to join Itjja Ntjarra Art Centre
- Respect and encourage maintenance of Indigenous language, culture and tradition and observe any applicable protocols

Operational

- Coordinate the pickup/drop off service to the art centre
- Coordinate the smooth running of the lunch program
- Assist with maintaining a clean work environment

Overall requirements

- Abide by the relevant section/s of the Indigenous Australian Aboriginal Art Code
- Follow the policy for the purchase of artworks as detailed in the Itjja Ntjarra Art Centre Policy and Procedure manual
- Recognise that Itjja Ntjarra Art Centre operates within a limited budget, with a primary purpose to deliver quality arts enterprise services to Aboriginal people. Therefore staff must adapt to management and operational decisions accordingly

Other conditions

- You will be required to provide a National Police Clearance Certificate before commencing employment. Expenses of obtaining this clearance will be your responsibility
- A probationary period of 3 and 6 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 Itjja Ntjarra Art Centre Managmnet and Board, 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.

SELECTION CRITERIA

NOTE: The Studio Coordinator position is suitable for a person who has many of these qualities but not all. The Art Centre is open to growing a suitable candidate with the right attitude and motivation into the role.

1. Tertiary qualifications and/or work experience in Visual Arts or related industry
2. Demonstrable understanding of the Aboriginal art industry, contemporary arts practice and the broader visual arts industry
3. Technical arts capabilities that ideally will include:
 - a. Experience working with colour, mixing colour and a sound knowledge of colour theory
 - b. Ability to take quality photographs with a digital SLR
 - c. Experience using online databases and Adobe Photoshop
 - d. a keen eye for detail and craft in art

Desirable

5. Social media savvy and online marketing skills
6. Experience working with or mentoring Indigenous groups or individuals
7. Manual driving experience, experience driving a manual 4WD in a remote context

Personal

8. Friendly, high energy, able to multi-task and work with and support the Manager
9. Compassionate approach and kind communication style
10. Resilient, independent and able to self-manage in the context of living in a remote Community
11. Team player

SALARY PACKAGE**1. Award**

Employment conditions provided in accordance with Amusement, Events and Recreation Award. A 12-month renewable contract is offered with a 3-months probationary period.

2. Salary

The salary is within a range \$60,000-\$68,000 pro rata (cash component) per annum plus allowances depending upon qualifications and experience relevant to the position.

3. Hours of work

Standard ordinary hours are Monday to Friday 9am to 5pm / 7.5 hours a day based on 37.5 hours per week with a daily 30-minute lunch break. There is the requirement to work for some out of hours work and occasional travel to Ntaria (Hermannsburg).

4. Annual leave

Six weeks per annum, available on completion of 12 months service.

5. Time off in Lieu

Where approved by the Manager, you may take time off in lieu, up to a maximum of 20 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.

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 NT (Class C Manual) Driver's license is an essential requirement

10. Superannuation

Iltja Ntjarra Art Centre makes superannuation contributions as per legislative requirements. These contributions can be paid into your nominated super account.

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.