



JULUWARLU ART GROUP

Arts Centre Manager
Job Package

OVERVIEW

Juluwarlu Art Group's Arts Centre Manager will have a genuine commitment to Aboriginal self-determination and a highly developed appreciation for the arts.

KEY INFORMATION

- \$70,000 (plus 9.5% superannuation), full time
- Reporting to the CEO
- Roebourne based position
- Accommodation and vehicle allowances to be negotiated
- Applications close 5pm Monday 8 February 2021 (WST)

ABOUT US

Juluwarlu Group Aboriginal Corporation is owned, operated and managed by Yindjibarndi community Elders and members. Established in 2000, our activities centre around supporting the cultural and social connections and health and wellbeing of our community. Juluwarlu documents, archives, publishes and promotes Yindjibarndi peoples' language, art, song, dance, history, culture and country under the direction of our Elders.

Juluwarlu is based in Roebourne in the Pilbara region of Western Australia. It promotes healthy lifestyles and responds to the expressed cultural, social, creative and economic aspirations of the Yindjibarndi Nation according to our Birdarra law with the purpose of building future leaders and offering cultural, social and financial opportunities to Yindjibarndi people for the benefit of the whole community.

About the Juluwarlu Artists' Group

In order to meet the evolving needs of our community we established in Juluwarlu Artists Group in 2016 in order to further share and protect our Yindjibarndi stories, culture and language through art. The art group provides significant support and services to artists of all ages and levels of experience, enabling them to develop skills, share their artworks with the world and earn income through the expression and maintenance of their culture. Juluwarlu Artists' Group hosts an annual series of guest artists residencies and camps on Yindjibarndi Country in order to broaden the skills of our artists and to create innovative and ambitious arts projects. Over the past four years a strong, culturally focussed and innovative creative arts program has resulted in real success, skills development, sales, growth and community wellbeing.

Arts projects are central to our purpose - they enable our people to share Yindjibarndi culture through storytelling both with each other and with the rest of the world. Arts projects are underpinned and supported by our important ongoing cultural work that includes archiving, language preservation, mapping Country, publishing, community development and research.

ABOUT THE POSITION

POSITION DESCRIPTION

As Manager, you will have a genuine commitment to Aboriginal self-determination, a highly developed sense of aesthetic and appreciation for the arts. You will be a motivated and professional manager with good financial, business and visual arts skills.

Your role is to manage the delivery of high-quality arts and cultural programming for the artists of Juluwarlu Arts Group. Under the direction of Juluwarlu's CEO and Board and in collaboration with the artists, you will help design and deliver activities that generate social, creative and commercial opportunities. As Manager, you have overall responsibility for the day-to-day management and operations of the Centre, including contributing to and implementing the art centre's business plan, policies and procedures.

Your responsibilities include but are not limited to the following:

Arts and Cultural Support

- Overseeing the coordination and delivery of art services, residency and youth arts programs, field trips, training and professional development of Juluwarlu Artists in Roebourne and other Yindjibarndi communities including Ngurrawaana Community;
- Supervising the maintenance of community art spaces, equipment, high quality materials (including paints and canvases) and facilities;
- Offer multi-skills development to keep artists engaged and motivated, including the use of new and diverse materials and mediums and the pursuit of new areas of practice;
- Actively seek and oversee the delivery of Juluwarlu Art Group exhibition opportunities and projects; including the post-production of artworks, and the monitoring of output to ensure work is set aside for exhibition, awards, fairs and tours;
- Travel with artists as required to attend exhibitions, events, on-country camps and meetings;
- Identify and facilitate training development opportunities for artists and staff, including artworker training and support;
- Support cultural development/maintenance, including opportunities for intergenerational transmission of knowledge and cultural expression;
- Work to build the reputation and profile of individual artists (established and emerging) in the group by pursuing development opportunities, external (national and international) solo/joint exhibitions to take our members to the next level;

- Maintaining and building new relationships with key internal and external stakeholders including Yindjibarndi families and artists, Roebourne and Karratha community, arts centres in Pilbara and surrounding regions, Juluwarlu partners including Ganalili Centre, and relevant agencies or services providers;
- Carry out other duties as directed by the Juluwarlu Group Aboriginal Corporation CEO within the classification level and scope of the position.

Administration

- Overseeing the maintenance of Juluwarlu Artists' Group records including the management of data in the Stories Artists and Money (SAM) database, good quality documentation of artworks and stories through photographs and oral histories and diligent cataloguing and tracing of artworks.
- Managing the sales and marketing of artworks and products including promotions through social media and on the website;
- Monitoring the Group's operational budget and including sound financial management;
- Ensure the rights of members are upheld, including copyright, intellectual and cultural property, resale royalty and membership to and compliance with the Indigenous Art Code;
- Comply with relevant occupational health and safety legislation and ensure safe work practices are observed.
- Support the identification and sourcing of funding for programming, operations and professional development.
- Supervise and support any supporting staff or volunteers;
- Carry out other duties as directed by the Juluwarlu Group Aboriginal Corporation CEO within the classification level and scope of the position.
- Maintain Juluwarlu Artists Group records including the management of data in the Stories Artists and Money (SAM) database, policies and procedures;
- Managing the sales and marketing of artworks and products including promotions through social media and on the website;
- Carry out other duties as directed by the Juluwarlu Group Aboriginal Corporation CEO within the classification level and scope of the position.



APPLICATIONS

SELECTION CRITERIA

Essential

- Experience working with and supporting Aboriginal artists to create high quality art and artist management across multi-arts and cultural programs
- Sound knowledge of contemporary Aboriginal and broader visual arts industry including prizes, art markets, and exhibition opportunities
- Ability to manage a business, including staff management, financial administration and efficient office procedures
- High level experience in arts marketing, digital and online sales
- High level communication and stakeholder management skills
- Flexibility, ability to multitask and work in a high-pressure environment
- Proven capacity and maturity to live and work in a remote, busy and often challenging cross-cultural environment.
- Relevant tertiary qualifications or minimum of three years' relevant experience
- Current manual drivers' licence and the capacity to travel in remote areas.

Desirable

- Experience reporting to Aboriginal people
- Understanding of copyright and Indigenous Cultural and Intellectual Property
- Experience in photography, videography and artwork documentation

Employment Considerations

To be considered for this position applicants must be able to satisfy the following appointment prerequisites by providing the following before commencing employment:

- Current WA 'C' class driver's licence;
- Current Working with Children Check;
- Completion of 100-point identification check;
- Pre-employment medical, including drug & alcohol screen meeting the requirements for the position;
- Valid national police clearance of less than 6 months old;
- Provide rights to work in Australia verification (where relevant)

Employment Terms:

Salary: \$70,000 plus 9.5% superannuation

Term: Full time, 12 month fixed term contract, with possibility of extension

Probationary Period: There will be a probationary period of 3 months with a performance review at the end of this period, carried out by the Juluwarlu CEO. Continuing employment will be confirmed subject to satisfactory performance.

Should you not perform your duties for which you have been employed to the satisfaction of the Juluwarlu 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.

HOW TO APPLY

WHAT TO INCLUDE

The selection criteria are described above. Your application should comprise of the following documents:

1. Cover Letter

This should address the selection criteria using examples to illustrate how you meet each one, and a summary of your background and arguments supporting your suitability for the position. Maximum of three pages.

2. Resume (Curriculum Vitae)

This should include:

- 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 and responsibilities
- Any relevant training courses and educational history
- Any activities outside of your regular employment which are relevant to the position you are applying for (eg volunteer work, languages spoken, memberships and affiliations)
- Referees – the names and contact details of two or three work related referees, including the nature of your working relationship with referee (eg manager). Please ensure you have contacted your referees for approval before nominating them.

HOW TO SUBMIT

Applicants are requested to address their applications to Lorraine Coppin, CEO Juluwarlu Group Aboriginal Corporation. Please submit your cover letter and resume via email to:

hello@blackirisconsulting.com.au

Applications close 5pm Monday 8 February 2021

You will receive an email acknowledging your application within a week of the closing date.

For further information please contact:
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