

Milingimbi Art and Culture Manager

Salary: \$80,000-\$90,000 per annum plus superannuation

Location: Milingimbi, Northern Territory

Reports to: Milingimbi Art and Culture Board of Directors

Milingimbi Art & Culture Aboriginal Corporation

Milingimbi Art and Culture Aboriginal Corporation (MACAC) is a non-profit, Indigenous owned and governed art and culture centre located on the remote island of Yurrwi (Milingimbi) off the coast of East Arnhem Land. MACAC's mandate is to serve the community in which it operates. Art making is an expression of Yolju Rom (Law) and also affords multiple benefits to artists and their families. Artworks from Milingimbi have been widely collected since the 1920s and feature in numerous prominent collections.

The Position

The Milingimbi Art and Culture Manager is based in Milingimbi, and primarily responsible for the administration, viability and daily operations of the art centre. The Manager will work closely with directors, staff and funders to generate economic opportunities grounded in cultural practice for MACAC members. They will build strong relationships with artists and continually develop their ability to work in a cross-cultural context. They coordinate the logistics of MACAC programs, building and maintaining relationships with community stakeholders, museums, galleries and collectors, both local and international. The art centre manager reports directly to the Board of Directors and supports them to develop their understanding of governance and financial processes. The manager ensures the overall success of Milingimbi Art and Culture Aboriginal Corporation.

Key Responsibilities

The manager plays a key role in ensuring the success of the organisation. It is a diverse hands-on position responsible for:

- Financial viability and reporting
- Maintaining and generating funding opportunities
- Supporting strong governance processes
- Coordinating artist development, sales and marketing
- Supervising and training a dynamic team of staff
- Strategic planning
- Maintaining organisational assets including buildings and vehicles, and;
- Development of exhibitions and other public programs.

Work, Health and Safety

The role has the responsibility for leading workplace health and safety activities. This is inclusive of;

- being responsible for their own and other's safety.
- identifying hazards, assessing risks and implementing procedures for controlling risk
- providing adequate WHS information, instruction, training and supervision to employees where required

Person Criteria

Professional:

- A tertiary qualification or equivalent experience in visual arts, arts management, curatorial practice or similar.
- Experience or strong interest in the Indigenous art sector.
- Understanding of, or experience in visual arts practice.
- Strong business management and administration skills and experience.
- Proven ability in managing complex finances and to work with the organisation's accountant.
- Proven ability to maintain reporting obligations to government and philanthropic funders.
- Ability to secure funding from diverse sources including government and philanthropic donors.
- Proficiency in not-for-profit-organisation program management and reporting requirements.
- Proven ability to deliver organisational strategy to achieve its goals.
- Proven ability to manage a project and meet deadlines on a consistent basis.
- Ability to be flexible within your role, multi-task, prioritise, and work well under pressure.
- Excellent communication skills and an ability to communicate with an extensive cross-section of people including; community stakeholders, museum and gallery staff, collectors, funders and customers.
- Ability to manage and train staff with diverse numeracy and literacy competencies.

Cultural:

- Ability and desire to live in a remote Yolŋu community.
- Willingness to develop skills in Yolŋu language.
- Experience working in cross-cultural environments.

Proficiency in one or more of the following:

- Knowledge of contemporary and/or Indigenous art practice.
- Experience in the day-to-day operations of a medium-large studio, including developing exhibitions, professional development opportunities and cultural programs.
- Experience in social media platforms and communications.
- Experience in grant writing and funding acquittal processes.
- Experience working in the not-for-profit sector and/or philanthropic fundraising.
- Experience working within a cross-cultural environment or a remote Indigenous community.
- Manual driver's license preferred, but not essential.
- Marketing and/or fundraising skills.