



## Art Centre Manager



Ninuku Arts is an Aboriginal-owned and governed Art Centre based in Kalka and supporting artists predominantly from Kalka and Pipalyatjara communities in the far north-west of the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands of South Australia.

Established in 2006 in a small mudbrick building in Kalka, Ninuku Arts has grown to support approximately 40 emerging and established artists, craftspeople and makers. Ninuku supports the development and promotion of contemporary Indigenous art while providing opportunities for employment, professional development and income generation, as well as supporting Anangu cultural practice and intergenerational knowledge sharing.

Ninuku Arts is an Aboriginal Corporation incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act)* and is governed by a Board of Anangu artist members. Income generated through artwork sales directly supports artists, with an agreed commission retained by Ninuku Arts to support the ongoing operation and sustainability of the organisation.

### THE COMMUNITY

Ninuku Arts is based in Kalka and works with artists and arts workers from Kalka and Pipalyatjara, in the far north-west of the APY Lands, as well as artists who are travelling or visiting.

Kalka and Pipalyatjara are remote communities located approximately 15 kilometres apart, close to the borders of Western Australia and the Northern Territory. Pitjantjatjara is the primary language spoken in community, with English commonly spoken as a second or additional language.

### THE ROLE

The Art Centre Manager is responsible for the overall management, development and day-to-day operations of Ninuku Arts. Working under the direction of the Ninuku Arts Board, the Manager provides strong organisational leadership while supporting artists to develop their artistic practice, professional opportunities and income.

The position has responsibility across business and strategic planning, governance, financial management, funding and reporting, staff management, artist development, exhibitions, sales and marketing, and stakeholder relationships.

Central to the position is building strong and respectful relationships with artists, Board members, staff and the wider Kalka and Pipalyatjara communities. The Manager must work effectively within a remote and intercultural environment and recognise Anangu cultural authority, community priorities and ways of working.

### **Governance and Strategic Planning**

- Work closely with the Ninuku Arts Board to implement the strategic direction and priorities of the organisation.
- Support the Board to participate effectively in organisational planning, decision-making and governance.
- Coordinate regular Board meetings and ensure Directors receive clear and accessible information to support informed decision-making.
- Support the development, implementation and regular review of the Art Centre's strategic and business plans.
- Ensure Ninuku Arts meets its responsibilities under the CATSI Act and other relevant legislative, regulatory and funding requirements.
- Maintain appropriate organisational policies, procedures and records.
- Support Directors and members to develop their understanding of good governance practicesintellectual.

### **Financial Management and Administration**

- Oversee the financial management of Ninuku Arts and work with the Board to maintain the organisation's long-term financial sustainability.
- Develop and monitor annual organisational and project budgets.
- Work closely with Ninuku Arts' external accountant and auditors to maintain accurate financial systems and reporting.
- Provide clear and regular financial reporting to the Board.
- Identify appropriate funding opportunities and prepare grant applications, reports and acquittals.
- Ensure funding agreements, contracts and reporting obligations are managed effectively and completed within required timeframes.
- Ensure appropriate insurance, registrations, licences and other organisational requirements remain current.

### **Art Centre Operations**

- Oversee the effective day-to-day operation of the Art Centre and its facilities.
- Oversee the use of Stories, Art, Money (SAM) or other relevant Art Centre database systems. Ensure artwork and artist information is accurately documented, including artwork stories and artist biographies.
- Oversee Art Centre vehicles, equipment, buildings and facilities and coordinate maintenance as required.
- Maintain appropriate workplace health and safety procedures and support a safe working environment for artists, staff and visitors.

### **Artist and Professional Development**

- Build strong working relationships with artists and support a productive, welcoming and culturally appropriate studio environment.
- Recognise and nurture artistic talent while supporting artists to develop their individual practices and professional profiles.
- Identify appropriate professional development, exhibition, award, commission, residency and project opportunities for artists.
- Coordinate bush trips and opportunities for artists to make work on Country where appropriate.

- Support artists participating in professional development programs, exhibitions, art fairs and other industry opportunities.
- Protect artists' copyright, Indigenous Cultural and Intellectual Property (ICIP) and other rights relating to their artistic practice.

### **Sales, Marketing and Industry Development**

- Develop and implement appropriate sales, marketing and pricing strategies that support artist income and the sustainability of Ninuku Arts.
- Promote Ninuku Arts and its artists professionally within the national and international arts sector.
- Develop and coordinate an annual program of exhibitions, art fairs, prizes, commissions and other professional opportunities.
- Maintain strong relationships with commercial galleries, public institutions, curators, collectors and other industry partners.
- Oversee Ninuku Arts' website, online store, social media and digital communications.

### **Staff Development and Management**

- Provide leadership and day-to-day supervision to Ninuku Arts staff, including Studio Coordinator and Arts Workers.
- Recruit and supervise employees, contractors, consultants and volunteers as required, while supporting a safe and culturally appropriate working environment.
- Prioritise Anangu employment and identify opportunities for professional development.
- Support, train and mentor Anangu Arts Workers and other staff to develop skills, confidence and increasing responsibility within the organisation.

### **Culture, Community and Relationships**

- Develop respectful relationships with artists, Elders, Board members and other community members.
- Work in a manner that respects and supports Anangu language, culture, cultural authority and community protocols.
- Develop and maintain productive relationships with Aboriginal Art Centres, peak bodies, government agencies, funding bodies, galleries, cultural organisations and other relevant stakeholders.
- Advocate for the interests and priorities of Ninuku Arts and its artists within the wider arts and cultural sector.

### **THE CANDIDATE**

Ninuku Arts is seeking an experienced, adaptable and collaborative manager who can balance the commercial, artistic, cultural and community responsibilities of a remote Aboriginal Art Centre. The successful applicant will be highly organised and able to manage competing priorities across business operations, staff, artists, funding, exhibitions and community relationships.

They will have strong interpersonal skills and the ability to build genuine relationships across cultural contexts. They will be comfortable working independently and responding practically to the challenges of managing an organisation in a very remote environment.

Experience within the Aboriginal and Torres Strait Islander arts sector, remote community organisations or a comparable intercultural environment will be highly regarded.

### **SELECTION CRITERIA**

- Demonstrated understanding of the Indigenous arts sector, contemporary visual arts practice and relevant industry stakeholders, markets and funding environments.
- Experience developing and monitoring budgets, managing funding agreements, preparing grant applications and reports, and working effectively with financial professionals such as accountants and auditors.
- Experience in arts marketing, sales, exhibitions or related areas, with the ability to recognise and nurture artistic talent and identify appropriate professional opportunities for artists.
- Strong project management skills, including the ability to coordinate projects involving multiple stakeholders, competing priorities and deadlines.
- Highly developed written and verbal communication skills and demonstrated ability to build respectful, collaborative relationships with people from diverse cultural and professional backgrounds.
- Competent administrative skills, including experience with digital communications and standard business software.

#### **DESIRABLE**

- Demonstrated experience managing an organisation, program or comparable operation, including strategic planning, financial administration, staff management and effective organisational systems.
- Demonstrated experience working in one or more of the following: community development, Aboriginal organisations, remote communities and/or intercultural environments, with an understanding of culturally appropriate ways of working.
- Relevant tertiary qualifications in visual arts, arts management, business, community development or a related discipline are desirable; however, equivalent professional experience will also be considered.

#### **LICENCES AND CLEARANCES**

- Hold a current Australian driver's licence and be confident driving a manual 4WD in remote conditions and on unsealed roads.
- Willing to complete accredited 4WD driving course.
- Hold, or be willing to obtain, a National Police Clearance prior to commencing employment.