

POSITION DESCRIPTION

Art Centre Manager

Position title	Art Centre Manager
Organisation	Ernabella Arts
Location	Pukatja (Ernabella), APY Lands, South Australia
Employment type	Full-time
Reports to	Board of Directors / Directors
Supervises	Arts workers, staff, contractors, interns and volunteers as required

Organisational Context

Ernabella Arts is located in the Pukatja/Ernabella community on the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands in South Australia. Established in 1948, Ernabella Arts is Australia's oldest continuously operating Indigenous art centre.

The Art Centre is an important cultural, social and economic hub for the community. It provides a space for artists to create art, share stories, maintain cultural practices and pass knowledge and skills between generations. Ernabella Arts also provides employment, training and income-generating opportunities for artists and the wider community.

The Art Centre works within Anangu cultural frameworks and respects the importance of Pitjantjatjara and Yankunytjatjara language, culture, Traditional Law and leadership structures.

Purpose of the Position

The Art Centre Manager provides leadership and oversees the day-to-day operations, financial management, artistic development, sales and marketing, governance and strategic direction of Ernabella Arts.

Working closely with the Directors, artists, arts workers, staff, community and external stakeholders, the Manager is responsible for ensuring that the Art Centre operates effectively and sustainably while supporting the cultural and professional development of its artists.

The role requires a strong understanding of First Nations art centres, Indigenous cultural protocols, art markets, governance and the particular opportunities and challenges of working in a remote community.

Key Responsibilities

Administration and Financial Management

- Oversee the day-to-day administration and operations of the Art Centre.
- Maintain effective administrative systems, including correspondence, business documentation, stock control, reporting and contract management.
- Manage the Art Centre's financial operations, including banking and bookkeeping.
- Work closely with the Art Centre's accountants and auditors and provide financial reporting to the Directors.
- Prepare funding submissions and acquit grants in consultation with the Directors.
- Ensure equipment, vehicles, buildings and facilities are appropriately maintained and comply with relevant OH&S requirements.
- Manage staff, contractors, consultants and volunteers as required.
- Ensure Art Centre programs and activities comply with the Business and Strategic Plan and relevant funding requirements.

Governance and Leadership

- Work respectfully within existing Anangu Traditional Law and leadership frameworks.
- Support the integration of traditional leadership and decision-making protocols with the governance requirements of the corporation.
- Facilitate regular meetings of members and Directors, including arranging interpreters where required.
- Ensure meetings are properly conducted and documented.
- Develop and review Art Centre policies in consultation with members and Directors.
- Implement policies and decisions following approval by the Directors.
- Support the Directors to meet their governance, legislative and organisational responsibilities.
- Promote good governance practices and strengthen the capacity of Directors and members.
- Maintain positive and respectful relationships with the community, Council, local organisations and external stakeholders.

Sales, Marketing and Industry Development

- Develop, maintain and implement pricing, marketing and sales strategies for approval by the Directors.
- Develop and maintain relationships with Indigenous art industry professionals, galleries, collectors and institutions.
- Develop exhibition programs with commercial galleries and public institutions.
- Coordinate artwork packaging, freight and logistics.
- Maintain stock supplies for partner retail outlets.
- Identify and develop new markets and sales opportunities.
- Prepare promotional and marketing material.

- Develop, implement and monitor marketing and publicity plans.
- Promote Ernabella Arts locally, nationally and internationally through exhibitions, projects, prizes and advocacy activities.
- Manage the Art Centre retail outlet, where applicable, including customer liaison and shop presentation.
- Maintain databases of customers, suppliers, media, industry contacts, peak bodies and networks.

Artistic and Professional Development

- Manage and maintain a safe, well-organised and appropriately resourced art studio.
- Order, maintain and distribute art materials and supplies.
- Support artists and arts workers with the preparation of canvases, paints and other art and craft materials.
- Facilitate the production of artworks and support high-quality artistic outcomes.
- Provide constructive critical feedback to artists where appropriate.
- Catalogue and document completed artworks and maintain accurate artist biographical information using the Art Centre's database systems.
- Organise professional development opportunities for artists and staff.
- Facilitate bush trips for the collection of materials and the production of artworks on Country.
- Travel to outstations and other communities as required to support artists.
- Protect and manage artists' copyright and intellectual property.
- Protect and respect Indigenous cultural rights and observe all applicable cultural protocols.

Staff Development and Employment

- Encourage Indigenous employment wherever possible.
- Support, train and mentor Indigenous staff and arts workers.
- Provide opportunities for staff development and professional growth.
- Recruit, supervise and manage staff and contractors as required.
- Coordinate volunteers, interns and consultants where appropriate.
- Foster a cooperative, respectful and supportive workplace.

Strategic and Operational Management

- Undertake strategic planning in consultation with Directors, staff and artists to achieve the Art Centre's vision and long-term goals.
- Ensure projects and programs align with the Business and Strategic Plan.
- Ensure funding requirements, contractual obligations and relevant legislation are met.
- Maintain effective operational systems that support the long-term sustainability of the Art Centre.
- Develop partnerships with relevant industry, funding, government and community organisations.

- Support the continued development of the Art Centre’s profile locally, nationally and internationally.

Person Specification (Selection Criteria)

Essential

- Demonstrated experience in arts administration, arts management, business management or a related field.
- Experience managing the day-to-day operations of an organisation or arts organisation.
- Demonstrated financial management and budgeting experience.
- Experience preparing funding applications and acquittals.
- Experience managing staff and supporting professional development.
- Strong written and verbal communication skills.
- Experience developing partnerships and working with a broad range of stakeholders.
- Understanding of the Australian Aboriginal and Torres Strait Islander art sector.
- Understanding of Indigenous cultural protocols and the importance of cultural and intellectual property rights.
- Demonstrated ability to work respectfully within First Nations cultural and governance frameworks.
- Strong organisational, problem-solving and interpersonal skills.
- Proficiency with Microsoft 365 and relevant financial, administrative and artwork database systems.
- Current (manual) driver’s licence and ability to travel.
- Ability to live and work effectively in a remote Indigenous community.
- Current police check or willingness to obtain one.

Highly Desirable

- Experience working in a First Nations art centre.
- Experience working in an intercultural environment with Indigenous communities.
- Knowledge of the Australian and international First Nations art market.
- Experience in exhibition development, sales and marketing.
- Experience with Indigenous corporation governance.
- Experience with grant writing and funding submissions.
- Experience working in a remote community.
- Understanding of Pitjantjatjara and/or Yankunytjatjara language and culture.

Work Conditions and Requirements

- The position is based at Ernabella Arts in Pukatja/Ernabella on the APY Lands.

- Standard working hours apply, with flexibility required to meet the operational needs of the Art Centre.
- Some evening and weekend work may be required for exhibitions, meetings, events and community activities.
- Regular travel may be required for exhibitions, meetings, professional development, bush trips and industry events.
- The position requires the ability to work and live in a remote, alcohol-free community environment.
- The role involves working respectfully within Anangu cultural, community and governance structures.

Cultural Protocols and Code of Conduct

The incumbent is required to:

- Respect Anangu cultural practices, Traditional Law, language and community protocols.
- Respect Indigenous cultural and intellectual property rights.
- Work respectfully within Anangu leadership and decision-making structures.
- Comply with Ernabella Arts policies, procedures and Code of Conduct.
- Maintain confidentiality and act professionally in all dealings with artists, staff, Directors, community members and external stakeholders.

Recruitment, Selection and Appointment Standards

As an equal opportunity employer, Ernabella Arts is committed to appointing the most suitable person for the position. Recruitment and selection will be conducted fairly and transparently, with consideration given to the applicant's skills, knowledge, experience and ability to fulfil the requirements of the role.

Selection processes will be conducted free from bias, patronage and nepotism, with appropriate confidentiality maintained throughout the recruitment process.