



POSITION DESCRIPTION

Studio Manager

Position title	Studio Manager
Organisation	Ernabella Arts
Location	Pukatja (Ernabella), APY Lands, South Australia
Employment type	Full-time
Reports to	Art Centre Manager
Supervises	Arts workers, 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 Studio Manager is responsible for the management of the Ernabella Arts Centre Studio, including arts and artist support, Art Centre administration support, Art Centre marketing and project support, as instructed by the Art Centre Manager.

The Studio Manager may be required to travel to regional meetings and interstate to support artists to attend industry events.

Key Responsibilities

Financial Management and Administration

- Prepare funding submissions in consultation with the Art Centre Manager.
- Maintain equipment, vehicles, buildings and facilities, ensuring they are in line with OH&S standards.
- Coordinate volunteers and interns.
- Maintain accurate records of the Art Centre's membership base and catalogue the artworks of members of the Art Centre.
- Manage artists' use of the Art Centre vehicle.

Sales and Marketing

- Implement pricing, marketing and sales strategies for approval by the Art Centre Manager.
- Organise packaging and freight of artworks.
- Maintain supply of stock to partner retail outlets.
- Prepare and produce promotional material as instructed by the Art Centre Manager.
- Implement and monitor marketing and publicity plans as instructed by the Art Centre Manager.
- Maintain the database of customers, suppliers, media, industry and publicity contacts, peak bodies and networks.

Artistic and Professional Development

- Manage and maintain the art studio and art supplies for use by members of the Art Centre.
- Facilitate the production of artworks.
- Support the development of quality art production.
- Catalogue and document completed artworks using SAM software, and document artists' biographical details.
- Respect and encourage the maintenance of Indigenous language, culture and tradition.
- Protect and respect Indigenous cultural rights and observe any applicable protocols.

Strategic and Operational Management and Governance

- Adhere to the projects and programs of the Art Centre as outlined in the organisation's Business and Strategic Plan, and in accordance with applicable funding requirements and guidelines.
- Encourage, support, train and mentor Indigenous staff.
- Recognise and respect existing Traditional Law and leadership frameworks as they impact on the governance of the Art Centre.
- Maintain a cooperative, flexible and harmonious relationship with members, the community, its Council and other local organisations, as well as with external organisations and stakeholders.

Person Specification (Selection Criteria)

Essential

- Experience in facilitating art creation and supporting artists in a studio environment.
- Understanding of Indigenous cultural practices and traditions in artmaking.
- Experience in studio management and working with artists.
- Knowledge of the Australian and international Indigenous art markets.
- Experience in arts marketing, exhibition coordination and critical art assessment.
- Strong teamwork, problem-solving and communication skills.
- Proficiency in IT tools, including Microsoft 365 and the SAM database.
- Current (manual) driver's licence and ability to travel.
- Ability to live and work in a remote 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.
- Experience in exhibition development, sales and marketing.
- 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.