



Warlayirti Artists Aboriginal Corporation
ABN 29 012 203 285
ICN 1310

General Manager

Position Description

Position and Title: Warlayirti Artists General Manager

Reporting to: Board of Directors- Warlayirti Artists Aboriginal Corporation

Supervision of Staff: Casual and Fulltime staff, + volunteers and contractors

Background

Warlayirti Artists Aboriginal Corporation (WAAC) is located in Wirrimanu (Balgo) WA, 860kms northwest of Alice Springs along the Tanami Track and 270kms south of Halls Creek. Warlayirti Artists supports the art and culture of Indigenous people in the Kutjungka region (Wirrimanu, Kururrungku and Mulan), generating social and economic benefits that flow from the production and sale of their art.

‘Balgo Art’ is an important and developing brand in the national and international art market. Over the last 25 years WAAC has developed into a nationally and internationally acclaimed centre for Indigenous art that provides opportunity for many local artists to produce and sell fine art that is highly valued in the art market.

Warlayirti Artists operates from a community development framework implementing community development principles and processes to maximise the participation of the Indigenous staff, Board of Directors and artists in the organisation. It is a 100% aboriginal-owned corporation, incorporated under the Corporations Act (*Aboriginal and Torres Strait Islander 2010*)

Warlayirti Artists is a significant and dynamic remote area business, which demands a commitment to the aims of the organisation:

- Promote, preserve and enrich cultures in the region
- Provide appropriate economic opportunities for community members
- Nurture and develop artistic and commercial excellence
- Diversify creative and learning opportunities for community members

Position Overview

The General Manager of Warlayirti Artists is the primary position at an operational and management level and requires an applicant with a combination of both arts sector skills, **business management skills**, and **commitment** to living and working on an aboriginal community and values grounded in community development.

Position Objectives

- **Leadership:** *To work with the Warlayirti Artists Board of Directors to re-imagine the future of the organisation;*
- **Sustainability:** *Employ a range of business development approaches including sales, business and philanthropic sponsorship, fee for service and grants to ensure to build a sustainable indigenous creative industries enterprise;*
- **Working alongside Aboriginal people:** *To promote and encourage Aboriginal employment and participation in the Art Centre;*
- **Networked:** *To network and generate mutually beneficial relationships with the wider arts sector, business, government agencies and local community organisations;*
- **Governance:** *Strengthen the organisation with continued good governance training and practices*

Key Areas of Responsibility

a) **Management and Governance of Warlayirti Artists Art and Cultural Centre**

- Report to the Warlayirti Artists Board of Directors on all activities and matters concerning the organisation's core operations and financials on a regular basis either verbally or in writing.
- Provide the financial information in a format which is appropriate at a cultural and financial literacy level.
- Provide support and where required access to suitable training to enable the Board to carry out good governance practices
- Monitor all legal, financial insurance compliance matters relating to Warlayirti Artists, including compliance with the Indigenous Art Code of Conduct.
- Be responsible for all repairs, maintenance and replacement provisions of Warlayirti Artists key organisational assets such the Art and Culture Centre buildings, staff housing and vehicles.

b) **Support the production, sales and marketing of artwork and merchandise created by Warlayirti Artists artists.**

- Act as the artists' agent in matters relating to gallery sales, exhibitions and ongoing artists career development;
- Maintain and be responsible for the SAM database and related stock management;
- Oversee all ordering of art materials and supplies required for the artists art production;
- Manage all matters relating to artists copyright and intellectual property rights
- Oversee and manage all marketing strategies and materials relating to Warlayirti Artists business;
- Be responsible for maintaining the Warlayirti Artists website;
- Travel with artists to attend key marketing and sales events such as Desert Mob and the Darwin Art Fair;

- Manage the development of artist's skills, new arts products and organise related workshops and training.

c) Financial Management and Administration

- Provide on the ground financial administration tasks in liaison with external bookkeeper and accountant;
- Ensure proper administrative procedures are implemented and maintained for:
 - Record keeping and documentation
 - Correspondence
 - Budgets
 - Submissions
 - Short term projects
- Be responsible for the development and monitoring of an annual organisational budget
- Ensure the maintenance of an ongoing Asset Register and Inventory.

d) Support and encouragement of local level employment and staff management

- Create and foster a workplace which encourages and welcomes indigenous employment and participation in the Art Centre
- Ensure all Warlayirti Artists staff and artists work in a safe and efficient manner, in line with occupational work health and safety regulations
- Ensure all staff and artists are familiar with and follow policies and procedures of the Warlayirti Artists
- Ensure all staff personal and professional needs relating to the work place are assessed and addressed
 - Provide supervision & assistance where required
 - Ensure a cohesive team approach
 - Coordinator staff training and mentoring programs
 - Ensure all relevant staff are trained in the use of the SAM database
- Make recommendations to Warlayirti Artists Board for appointment of new staff or terminations
- Mentor staff and organise appropriate training

e) Workplace Health and Safety

- Ensure all Warlayirti Artists staff and artists work in a safe and efficient manner, in line with occupational work health and safety regulations
- Responsible for developing and overseeing Policy and Procedures, which relate to Workplace Health and Safety.

CONDITIONS

A one year contract with a three and six month probationary period will be offered with a thirty-five hour week, four weeks annual leave (with 17.5% leave loading), 10 days sick/carers leave and compassionate leave if required. One-off relocation costs up to \$1000.

All staff are required to pay an electricity fee of \$50 [per person sharing the accommodation] per fortnight.

Accommodation is provided. The Art Centre has a vehicle for work related activities and limited personal use, dependent on business needs.

Salary Package includes:

- Base salary of \$55,000-65,000 (dependent on experience)
- Salary sacrifice of up to \$ 15000 per year depending on base salary
- Furnished accommodation – including linen, crockery, some appliances
- Subsidised electricity
- Mobile phone for duration of contract
- Annual leave airfares up to \$3,000 payable after 12 months continuous service
- 9.5% superannuation

SELECTION CRITERIA

1. LEADERSHIP

- Proven experience in a similar managerial or CEO type role
- Demonstrated capacity to listen, understand the sector and build member and stakeholder confidence to move an organisation to its next stage of development.

2. ART PRACTICE

- Demonstrated practitioner achievement in any range of arts practices- visual, written, performance, music, film community cultural development;
- Demonstrated project management skills

3. BUSINESS AND FINANCE

- Computer literacy, competence in using Microsoft Office, competence in digital photography, and basic bookkeeping skills.
- Demonstrated experience in developing and managing program or organisational budgets.

4. WORKING WITH ABORIGINAL PEOPLE

- An understanding of working with and reporting to Indigenous people and communities, and ability to work in a cross-cultural context;
- Experience in community development
- Experience with working with Indigenous groups and individuals; and experience in living in remote Indigenous communities.

5. ENTREPRENEURIAL AND FUNDRAISING

- Demonstrated industry experience in at least two of the following: securing of funding via grants (government or philanthropic), successful fundraising campaign, creation and maintenance of a donor database, securing of business sponsorship.
- Evidence of original and creative thinking to overcome an organisational or project problem.

6. GOVERNANCE

- Demonstrated capacity to administer an organisation under the CATSI Act/ORIC guidelines
- Ability to support the Board to make the most informed decisions on behalf of members.

- Demonstrated understanding of good governance and evidence of what this means in practice.

7. CAPACITY

- Current driver's licence, experience in remote area travel, ability to travel for extended periods and available to live in a remote community. Preparedness to travel in small aircraft.
- Ability to be resilient both mentally and physically, work flexible hours including evenings and weekends and ability to cope well with limited resources.

QUALIFICATIONS and CLEARANCES

- A degree or equivalent in a relevant tertiary Arts, Business or Community Development discipline or comparable work experience is expected for this position
- Full Police check/clearance
- Documented Doctor's Health Clearance to work remotely

APPLICATION PROCESS

Please send ONE PDF document which includes the following:

- Cover letter
- A current CV
- Document which addresses the SEVEN Selection Criteria in the Position Description
- Names and current contact details of 3 recent work related Referees, including at least one Indigenous Referee.

Please e-mail your application to:

Chair and Board of Warlayirti Artists

c/- director@balgoart.org.au

APPLICATIONS DUE: 18 December 2015

Possible Job Share

Applicants please note: as well as individual applicants, the Board is interested in applications from couples who are willing to job share. You are encouraged to submit a job share application, clearly indicating which person would be the "Team Leader" in such an arrangement.