



Art Centre Manager



Ninuku Arts was founded in 2006 in a small mudbrick building in Kalka, in the far north-west corner of South Australia. Over time the Ninuku Art Centre has flourished to support close to 30 emerging and established artists and makers living in the most remote communities of the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands.

The Art Centre is a small social enterprise and an Aboriginal Corporation incorporated under the CATSI Act (2006) and as such is governed by a Board of artist members. All income from sales flows back to individual artists, with a proportion set aside to maintain Ninuku Arts as a community-owned enterprise. Ninuku Arts supports local culture, the development of employment opportunities, and the ethical production and sales of paintings.

The Role

The Art Centre Manager leads and manages all aspects of the Art Centre to support the artists to realise their artistic and commercial potential and strengthen the community. This includes strategic and business planning; creative direction and professional development of artists; marketing, sales and promotion of the artists' work; supporting cultural maintenance; and governance, administration and financial management of the art centre business.

The role is also responsible for

Planning

- Undertaking strategic planning to realise the vision of the enterprise's activities in consultation with the governing committee, staff and artists.
- Implementing the Art Centre's business planning and reviewing and work with the Art Centre's governing committee to review and update annually.
- Adhering 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.

Governance

- Reporting to and working cooperatively with the Art Centre Board; ensuring their understanding of governance, policies, strategic planning, promotional and organisational issues to facilitate good decision making.
- Adhering to the principles of good Governance applicable to an Aboriginal Corporation, upholding ORIC and Indigenous Australian Commercial Code of Conduct requirements.
- Encouraging awareness and knowledge of good governance practice by the Directors and members and assist the Directors to ensure the Corporation meets all legislative obligations and responsibilities.
- Recognising and respecting existing traditional law and leadership frameworks as they impact on the governance of the Art Centre.

Financial Management and Administration

- Managing the finances of the organisation to ensure its sustainability, including sourcing and managing funding, working closely with the accountants and auditor of the Art Centre and reporting to the Committee and funding bodies (Please note: Ninuku Arts employs an external accountant to do the bookkeeping and payroll)
- Maintaining fit-for-purpose administrative procedures required in the day-to day-operation of the Art Centre, including correspondence, business documentation, stock control, retail and wholesale sales, reporting, and contract management.
- Maintaining equipment, vehicle, buildings and facilities, ensuring that they are in line with WHS standards.

Sales and Marketing

- Developing, maintaining and implementing marketing, sales and pricing strategy in accordance with the market.
- Professionally market and promote Ninuku Arts and its artists, nationally and internationally through appropriate exhibitions, art fairs, prizes, projects and curatorial opportunities.
- Organising annual exhibition programs with commercial galleries and public institutions.
- Developing new business opportunities for the Art Centre such as merchandising, licensing, cultural tourism etc
- Maintaining a regular social media presence and drive online sales through the art centre's website.

Artistic and Professional Development

- Developing good working relationships with artists and enabling the production of quality art.
- Recognising and nurturing artistic talent and advising artists on their professional development, whilst seeking opportunities to increase their professional profile.
- Ensuring the Ninuku Arts Board and artists are familiar with relevant information about the Indigenous art industry.
- Organising bush trips to produce artworks in country as appropriate.
- Accompanying artists on occasion to professional development programmes.
- Protecting and managing artists' copyright and all intellectual property.
- Cataloguing and documenting completed artworks, using Stories Artists and Money (SAM) database software, and documenting artists' biographical details.
- Maintaining supply of stock to appropriate outlets
- Promoting and staffing in-house art gallery, that displays and sells quality artwork, as well as provides a positive visitor experience and aims to grow the Art Centre's income from direct sales.

Staff, culture and community

- Attracting and supervising all staff including the studio coordinator, contract staff, consultants, volunteers, and interns.
- Maintaining a cooperative, flexible and harmonious relationship with members, the Community, its Council and other local organisations, as well as with external organisations and stakeholders.
- Encouraging Aboriginal employment whenever possible, support, train and mentor Aboriginal staff.
- Respecting and encouraging maintenance of First Nations language, culture and tradition.
- Conducting self appropriately in respect of the protocol and culture of the community.
- Building strong and trusting relationships with artists, elders and other community members.
- Liaising with studio coordinator and assistant to maintain effective flow of information to the artists.
- Encouraging artists in Kalka, Pipalyatjara to join Ninuku Arts as members.

External Relationships

- Developing new and maintaining existing relationships with reputable commercial galleries, collectors, Aboriginal art industry professionals and public and private institutions, including retail outlets and markets.
- Forming and maintaining strategic and cooperative stakeholder relationships within the arts and cultural sector and across other external organisations and agencies.
- Responding to government, non-government and peak body development opportunities.
- Maintaining database of all customers, suppliers, funding sources, media, industry and publicity contracts, peak bodies and networks.

Other Responsibilities/Requirements

- Demonstrate professional workplace behaviours and a commitment to positively represent the organisation.
- Participate in both professional development opportunities and performance appraisal processes.
- Abide by the Indigenous Australian Art Code and organisational policies and procedures.
- Out of hours work and travel will be required.
- Has, or will obtain prior to employment a national police clearance.
- Current Australian Class C (Manual) Driver's Licence and experience in driving in remote areas

Person Specification

Essential

- Demonstrated organisational management skills including successful strategic business planning, staff management, financial administration and efficient office procedures.
- Experience in sales and arts marketing.
- Demonstrated experience in successfully developing a collaborative team and creating and maintaining a safe and healthy workplace
- Demonstrable understanding of the Aboriginal and Torres Strait Islander art industry, contemporary arts practice and the broader visual arts industry; and of the arts funding landscape and its requirements
- Strong arts (or related) project management skills, including managing projects with multiple stakeholders.
- Ability to critically assess art and recognise and nurture artistic talent.

- Friendly, high energy, diplomatic, and assertive – with an ability to enforce the rules of the art centre.
- Resilient, independent and able to self-manage in the context of living in a remote community.
- Able to manage and prioritize deadlines, problem-solving and conflict resolution skills.
- Demonstrated communications skills, with a compassionate and supportive communication style.
- Tertiary qualifications and work experience in Visual Arts or related industry.
- Proficient IT skills including the use of online databases and technical arts capabilities that ideally include Photoshop and Illustrator knowledge.
- Proven written and oral communication skills and proficient IT skills.
- Experience in community development and or working in an inter-cultural context.

Desirable

- An understanding of working with and reporting to Indigenous groups, individuals and communities.
- Demonstrated Studio practice

Licences/Clearances

- Valid Driver's Licence and experience driving a manual 4WD in a remote environment.
- Must have or be willing to obtain a National Police Clearance (pre-requisite for employment).