



Art Centre Sustainability Manager



As the peak body, Ku Arts leads the development of arts practice for Aboriginal & Torres Strait Islander artists art centres across South Australia. Over the last 25 years First Nations artists have collaborated to grow strong support networks within the APY Lands and regional centres across the state.

The Role

Working closely with the Chief Executive Officer and Arts Programs Producer, the Art Centre Sustainability Manager will ensure the corporation meets the objectives of its strategic plan and will manage the development and delivery of a range of programs and events for member art centres in the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands and Ceduna, as well as supporting programs for artists in regions across the state of South Australia.

The Art Centre Sustainability Manager will ensure the development and delivery of a range of relevant and innovative programs and activities that support Aboriginal and Torres Strait Islander participation in arts and cultural practice, engagement in the visual arts sector, and support art centre business development and sustainability.

The Art Centre Sustainability Manager will also contribute to and support the Ku Arts annual program of services, projects and programs and assist the smooth running of Ku Arts' general administration and business practices, with specific duties and responsibilities including:

Art Centre Program Development and Delivery

- Build strong relationships with art centre managers and staff, provide responsive advice and support and ongoing advocacy
- Develop and deliver programs to support art centre business growth and development
- Identify needs for art centre staff training and development
- Conduct and/or facilitate staff inductions and orientations as required
- HR support, including supporting art centre boards with manager performance reviews
- Support with strategic and business planning, grant writing and acquittals

- Support manager recruitment and succession planning
- Develop and manage a pool of consultants, creative facilitators and volunteers
- Coordinate recruitment of consultants, trainers and project coordinators as required to achieve programs, within set budgets
- Identify and communicate opportunities for art centres and artists, national and international
- Collect and collate participant feedback and statistical information as required
- Provide support for delivery of the State-wide Indigenous Community Arts Development (SICAD) program and other Ku Arts programs and events, such as the annual symposium

Financial Management

- Develop and submit written funding submissions, seeking diverse funding sources for programs and activities
- Develop and manage program and project budgets, monitoring expenditure and cash flows in close consultation with the Chief Executive Officer

Communications and Resources

- Development of resources and information guides
- Prepare a variety of written reports, press releases, newsletters, and other relevant publications as required
- Contribute to the development and delivery of our marketing and communication strategy across web and social media

Administration

- Prepare funding reports and acquittals for submission, ensuring contractual compliance with funding bodies
- Develop and maintain corporation databases– including contacts, artists and artworks
- General office administration and duties supporting the Chief Executive Officer

Partnerships

- Build strong relationships with Aboriginal and Torres Strait Islander art centres, artists and cultural practitioners across the Ku Arts membership, as well as other arts organisations, institutions and regional service providers
- Liaise with relevant government and non-government stakeholders, establish and maintain industry networks on a national level
- Represent Ku Arts at external forums, conferences and events
- Contribute to a positive and team focused work environment

Corporate 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 organisational policies and procedures.
- Out of hours work and travel will be required.

Person Specification

Essential

- Demonstrated experience working with Aboriginal and Torres Strait Islander art centres and or high-level experience of the Aboriginal and Torres Strait Islander visual arts sector
- Proven track record of business development in either the Not for Profit, social enterprise, or community development sectors
- Excellent critical thinking skills, with the ability to exercise good judgment and solve problems quickly and effectively
- Demonstrated success in grant writing, including associated acquittals and reports
- Demonstrated experience in developing and delivering programs developed in consultation with community stakeholders
- Excellent project management skills and demonstrated experience
- High level administrative skills and attention to detail
- Excellent writing skills, across a range of publications for diverse audiences
- Excellent interpersonal skills and ability to communicate effectively with a wide range of stakeholders, particularly in cross-cultural environments
- Demonstrated ability to work in an organised and efficient manner to meet deadlines
- A flexible work approach and ability to manage shifting priorities
- Proficiency in MSOffice suite (Mac)
- Ability to travel frequently to regional and remote communities of South Australia, including but not limited to, the APY Lands, Adelaide, and Ceduna.
- Current South Australian drivers' licence and ability to drive manual
- Must be prepared to undergo police and working with children clearance and meet the permit requirements for working on the APY Lands

Desirable

- Relevant tertiary qualifications

Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for this position