



Studio 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 Studio Manager is responsible for managing the Studio space and supporting artists to create and develop their professional capabilities. Working closely with the Art Centre Manager, the role is responsible for assisting with the overall management of the Centre and the exhibition schedule to ensure that the compelling and inspirational vision of the centre are presented, while ensuring ongoing Art Centre sustainability.

The role is also responsible for
Studio Management

- Supporting the operations and administration of the Ninuku Arts studio - including correspondence, reporting, financial administration, maintaining a safe workspace and other tasks as required.
- Maintaining stock control through ordering and distributing professional quality art supplies, including prepared canvases and equipment.
- Ensuring artists, makers and Art Workers are aware of and understand Art Studio procedures and protocols.
- Conservation and archiving of work and relevant materials.
- Organising professional development opportunities for artists and staff.
- Assisting with cultural events.

Artwork Production & Management

- Enabling with integrity and professionalism the preparation and production of professional quality art works by artists.
- Organising field trips to the bush for the production of artworks in country as required.
- Cataloguing and documenting completed artworks, using the Stories Art Money (SAM) database software, and documenting artists' biographical details.
- Supporting the Art Centre Manager to protect and manage artists' copyright and intellectual property.

Staff, Culture and Community

- Encouraging and supporting Aboriginal employment at the Studio, including training and mentoring of First Nations staff
- Fostering productive and trusted working relationships with artists and makers.
- Promoting and supporting artists in Kalka, Pipalyatjara to join Ninuku Arts as members.
- Respecting and encouraging maintenance of First Nations language, culture, and tradition, paying close observation and respect to any applicable protocols.

Marketing and General Administration

- Assisting the Art Centre Manager with marketing and promoting the Ninuku Arts Centre and its artists, nationally and internationally, through appropriate exhibitors, sales, prizes, and curatorial opportunities.
- Maintaining the website and social media to reflect current work within the Studio.
- Providing customer service and sales on site and at off-site events and art fairs.
- Coordinating freight and packaging of artworks

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

- Understanding of contemporary arts practice and the broader visual arts industry, ideally with an understanding of the Australian and international art markets as they apply to the Aboriginal art industry.
- Experience working in Visual Arts or related industry.
- Arts marketing skills with experience in sales and exhibition coordination
- Demonstrated strong aesthetic sense and ability to recognise and nurture artistic talent.
- Experience managing a small team.
- Demonstrated communications skills, with a compassionate and supportive communication style
- Resilient, independent and able to self manage in the context of living in a remote community.

- Strong interpersonal skills, with a high level of diplomacy and assertiveness.
- Demonstrated experience in creating and maintaining a safe and healthy workspace.
- Proficient IT skills and technical arts capabilities that ideally will include Photoshop and Illustrator knowledge.

Desirable

- Experience in a similar role in the arts, in an Indigenous and Torres Strait Islander context and / or remote Australian communities will be very well regarded.
- Experience in community development and / or working with or mentoring Indigenous and Torres Strait Islander individuals and groups.
- Experience with design software such as Adobe Suite (Illustrator, Photoshop, InDesign) and web design (wix)
- Tertiary qualifications are highly regarded.
- 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).