

POSITION DESCRIPTION

Operations Coordinator October 2019

This newly created role of Operations Coordinator (**OC**) is part of a small, dynamic team that ensures the smooth operations of Injalak Arts. This position coordinates day-to-day operations of the art centre in Gunbalanya, NT and supports the CEO in the implementation of best practice across the organisation including the gallery shop, buying desk, administration, production, tours, and online retail.

Injalak Arts & Craft Aboriginal Corporation is celebrating 30 years as an established art centre. This work continues at the foot of Injalak Hill, which holds some of the most significant rock art in the world and continues an art making tradition which is over 65,000 years old. Injalak's artists create paintings on paper and bark, carvings, weavings, textile design and screen-printing, multimedia projects and much more. The art centre offers important opportunities for the people of Gunbalanya not only in terms of employment and other economic development, but social, cultural, health and wellbeing.

The position:

- This is a 12 month contract (renewable)
- Salary sacrifice benefits (capped)
- Remuneration package and benefits to be discussed with a Letter of Offer
- The Operations Coordinator reports to the CEO

Team members have core duties but are also flexible and multi-task so as to assist each other as required/directed to ensure the smooth functioning of the art centre. There can be significant seasonal impacts on time allocation to tasks.

Operations Coordinator Duties and Responsibilities:

Strategic, operational & governance

- Recognise and respect existing Traditional Law and leadership frameworks.
- Undertake operational planning to realise the vision of the enterprise's activities in consultation with the CEO, governing committee, staff and artists.
- Adhere to the projects and programs of the art centre as outlined in the organisation's business, strategic and marketing plans and in accordance with applicable funding requirements and guidelines
- Uphold good governance procedures as applicable to an Aboriginal Corporation and assist the CEO in the coordination and documentation of meetings, ensuring the Corporation meets all legislative obligations and responsibilities
- Support employment and training opportunities to Art Workers and CDP participants

- Adhere to Injalak Arts' Code of Conduct, the Indigenous Commercial Code of Conduct and the community's cultural protocols
- Develop and maintain positive working relationships with the local community, Injalak Arts partners, relevant agencies and service providers
- Maintain regular communication with the CEO on all operational and artistic matters
- Work cooperatively with and seek direction from the CEO
- Report to the CEO; ensure understanding of all policies, operational planning, promotional and organisational issues
- Ensure the maintenance of equipment, vehicles, buildings and facilities ensuring that they are in line with OH&S standards
- Attend regular artist meetings and listen to the needs of members
- Ensure Tours are being coordinated effectively, maintain stakeholder relationships, discuss policy and system requirements with CEO for implementation
- Undertake any other duties as directed by the CEO and supervise art workers, CDP participants and volunteers (when necessary)

Fine art & other development

- Respect and encourage maintenance of Kunwingku language, culture and tradition
- Develop Bininj capacity by fostering a supportive learning environment
- Develop good working relationships with artists
- Maintain the art centre space, equipment and facilities in accordance with professional OH&S standards
- Ensure arts development staff are managing stock levels of art and associated materials
- Enact the vision of the governing committee and CEO to support work of the art development staff to foster fine art careers
- Establish internal systems which ensure the quality of all artwork which is produced and sold to market both in-person and online
- Assist in the scheduling and writing of award entries as directed
- As directed by the CEO facilitate professional development, mentoring, training and employment opportunities for staff, Directors and artists
- Undertake special projects in consultation with the CEO, artists and other stakeholders
- Ensure art development staff are providing art materials and other studio based support and guidance
- Undertake bush trips with artists to source materials on country and/or ensure arts development staff are supported to undertake this work
- In consultation with the CEO, support the development of new products and merchandise, optimising for the marketplace
- Support the access and participation of outstation-based artists

Sales & Promotion

- Process sale of artworks and gallery shop support when necessary

- Assist with the coordination of exhibitions and projects
- Assist with the promotion of products and services as required
- Ensure smooth running of website, social media and online community in consultation with the CEO
- Attend exhibitions, markets, festivals and support the CEO with the assisting travelling artists, transport and set up of artworks, sale of artworks
- Ensure documentation of artworks with the SAM database system, including artists' biographical information and relevant artwork information.
- Ensure documentation of related arts/cultural activities, such as bush trips etc.
- Monitor and support the implementation of artists' copyright and intellectual property rights.
- Contribute to and prepare funding submission as directed by the CEO
- Maintain efficient and accurate file management systems as directed by the CEO
- Ensure smooth operation of packing and freight of artworks
- Maintaining database of customers, suppliers, media, industry and publicity contacts, peak bodies and networks.

Relationship management

- Work closely with the CEO to implement the strategic vision of the Board and members while maintain positive working relationships with all staff
- Improve operations with the staff to create a positive workplace culture and effective systems
- Proactively manage relationships with staff, members, artists, contractors, etc.
- 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

Admin

- Coordinate field trips, travel and accommodation as directed by the CEO
- Identify issues, develop and maintain register of policies and procedures
- Maintain best practice 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
- Support the development and acquittal of funding submissions
- Encourage Aboriginal employment wherever possible and support, train and mentor local Aboriginal staff as needed
- Ensure the smooth running of the stocktake
- Monitor and process staff timesheets
- Support the development of a robust CDP program and maintain records
- Undertake other administrative duties as required

Other duties as may be directed from time to time.

SELECTION CRITERIA:

Essential

1. Tertiary qualifications and/or equivalent work experience in the arts or related industry
2. Demonstrable understanding of the Aboriginal art industry, as well as an understanding of contemporary arts practice and the broader visual arts industry
3. Demonstrated understanding of the arts funding landscape including the ability to prepare successful funding applications, manage budgets, and fulfil acquittal obligations
4. Strong arts (or related) project management skills, including experience managing projects with multiple stakeholders.
5. Ability to multitask and work in a high-pressure environment
6. Demonstrated organisational skills including successful operational planning, staff management, financial administration and efficient office procedures
7. Experience in sales and arts marketing
8. Experience managing staff and HR related issues
9. Proven written and oral communication skills and proficient IT skills
10. Ability to critically assess art and recognise and nurture artistic talent
11. Understanding of working with and reporting to Indigenous groups, individuals and communities
12. A current driver's license, capability in remote area travel (4WD, Manual), ability to travel for extended periods and available to live in a remote community
13. Current police check / clearance

Desirable

14. Experience in community development and or working in an inter-cultural context

SALARY PACKAGE

1. Award

Employment conditions in accordance with Amusement, Events and Recreation Award 2010. A 12-month renewable contract is offered.

2. Salary

The salary plus allowances depending upon qualifications and experience relevant to the position.

3. Hours

Hours of work Standard ordinary hours are 7.6 hours a day based on 38 hours per week. However, there is the requirement to work for some out of hours work. Details will be discussed with you at the interview.

4. Annual leave

Annual leave provided will be five weeks per annum on completion of 12 months service and accrued pro-rata.

5. Time off in Lieu

Where approved by the CEO, you may take time off in lieu, up to a maximum of 15 days per year and a maximum of 5 days per quarter. No more than 5 days of time off in lieu may be accrued and taken within each quarter.

6. Relocation assistance

Following acceptance of a Letter of Offer and signing the employment agreement, Injalak Arts will cover the cost of travel associated with relocating to Gunbalanya Community, NT. Amount to be negotiated.

7. Long service leave

Long service leave will be paid in accordance with the Long Service Leave Act 1987

8. Driver's License

A current SA (Class C Manual) Driver's license is an essential requirement

9. Superannuation

Injalak Arts makes superannuation contributions of 9.50% as per legislative requirements. These contributions can be paid into your nominated super account

10. Accommodation

Subsidised accommodation is provided and will be discussed at interview

11. Other benefits and services

Professional development is encouraged and promoted by providing staff training as necessary and attendance at seminars/conference is also supported.

12. Conditions specific to Injalak Arts:

- Staff must abide by the relevant section/s of the Indigenous Australian Aboriginal Art Code.
- Staff must follow the policy for the purchase of artworks as detailed in the Injalak Arts Policy and Procedure manual.
- Recognise that Injalak Arts operates within a limited budget, whose primary purpose is the delivery of quality arts enterprise services to Bininj to adapt management and operational decisions accordingly.

SUCCESSFUL CANDIDATES

1. Police Clearance: You will be required to provide a National Police Clearance Certificate before commencing employment. Expenses of obtaining this clearance will be your responsibility.
2. Probationary Period: A probationary period of 3 months service will need to be completed. A performance review will be held at the end of the probationary period and continuing employment confirmed subject to satisfactory performance.

Should you not perform your duties for which you have been employed to the satisfaction of the Injalak Arts CEO, this corporation may at its discretion extend the probationary period for a further three months or terminate this contract of employment by giving you relevant written notice or paying you in lieu of the notice period.

APPLICATIONS:

Applicants are requested to submit written applications including a cover letter, addressing the selection criteria, resume and referees. Your application should be addressed to: Chief Executive Officer, Injalak Arts and Crafts Aboriginal Corporation via email to ceo@injalak.com

Applications close at 5pm Friday 1 November 2019.