



**INFORMATION PACK**  
**ART CENTRE MANAGER**  
**JUNE 2020**

## **1. BACKGROUND**

### **About Warmun Art Centre**

<https://warmunart.com.au/>

Warmun Art Centre (WAC) is one of Australia's leading Indigenous cultural organisations. It is located in Warmun Community lands on Gija Country, in the East Kimberley region of Western Australia. The Community is situated 200km south of Kununurra on the Great Northern Highway.

WAC is wholly Gija owned and governed with a board comprised of artists and Gija cultural custodians. WAC is an Aboriginal Corporation operating under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act).

WAC represents internationally renowned contemporary artists Mabel Juli, Rusty Peters, Rammey Ramsey, Patrick Mung Mung, Shirley Purdie, Lena Nyadbi and many others. It also promotes the careers of a large number of younger and emerging artists. These artists follow in the tradition of creating high quality ochre paintings established by the founding Turkey Creek painters: Rover Thomas, Queenie McKenzie, George Mung Mung, Jack Britten, Paddy Jaminji, Hector Jandany, Henry Wambiny, Madigan Thomas and Mick Jawalji.

In addition to the successful painting studio and gallery programs, the Art Centre runs many interconnected cultural operations including a Joonba (corroboree performance) program, an Indigenous artworker investment program, Gija language projects, an intergenerational bushtrips program and cultural teaching programs. These programs serve the Art Centre's mandate and operational goals to preserve, maintain and promote Gija Culture to internal and external audiences. WAC also works in partnership with Melbourne and Swinburne Universities through a 'two-way' learning program and creative projects involving Gija leadership and authority.

WAC's strategic goals over the next few years focus on cultural, economic and social outcomes designed to make the organisation thrive and honour its mandate founded on the vision of the elders. This approach aims to support the preservation and transmission of all forms of cultural knowledge and cultural practices and at the same time build a stronger economic platform around all of its programming initiatives; which in turn support those core cultural values. This will involve a specific emphasis on increasing Aboriginal employment through the creation of training, skills development and employment opportunities for all generations of Gija people with the goal of developing new opportunities and new methods to support passing on cultural knowledge. Building and sustaining relationships with all stakeholders - artists, other community members and

organisations, the wider arts and cultural sector and other potential program partners and investors is central to this sustainable model.

### **About the Position**

We are currently looking for an experienced Manager to join our team, taking responsibility for five main areas of management: artistic and cultural program, strategic/operational, financial, governance and human resources.

The position will be focused on working with the board, artists and staff to build on the Art Centre's past successes by ensuring the delivery of high quality artistic and cultural programs and developing new economic opportunities and revenue diversification, funding and philanthropic support and other initiatives that build organisational capacity. The Manager needs to be able to lead a team in the development of artistic and commercial excellence, implementing strong pathways for sustainability in the current global context.

This is a unique opportunity to be part of a team that will help shape the next chapter in Warmun Art Centre's story whilst working closely with and supporting the careers of some of Australia's leading contemporary Aboriginal artists at local, national and international levels. The position is for a two-year contract with the opportunity to extend.

### **Who We Are Looking For**

We need an experienced, highly organised and focused individual with a proven record of successful artistic and cultural program management, financial and human resource management and a track record of enabling strong governance. We need someone who is resourceful, strategic and practical to lead by example and practice. It is an excellent opportunity for an individual who has demonstrated experience achieving positive artistic, economic and social outcomes to take one of Australia's most successful Aboriginal arts organisations into the next chapter of its story.

A detailed Position Description and other relevant information, including how to apply, are included in the following pages.

## 2. POSITION DESCRIPTION

JOB TITLE	Manager
JOB SUMMARY	This is the peak role within the organisation, overseeing around ten Aboriginal and non-Aboriginal staff. The Manager is responsible for five main areas of management: artistic/cultural programs, strategic/operational, financial, governance and human resources. The position works with the Board, Artists and staff to develop and deliver high quality artistic and cultural programs, maintain sound financial management and strong governance, and build on the Art Centre's commercial success.
HOURS	37.5 hours per week
REPORTS TO	Warmun Art Centre Board
DIRECT REPORTS	Gallery Coordinator, Studio staff members, Gallery assistants, other arts workers, and artists.
BUDGET RESPONSIBILITY	WAC has a current annual turnover between \$1.2million-\$1.5million. This comprises approximately \$500,000 in grants funding.

### **ARTISTIC PROGRAMS**

#### ***Supporting artists (internal)***

The Manager leads their staff team to support 60-70 artists in creating artworks, developing their artistic careers and managing processes associated with art records and sales, such that the artists generate an income from their work. Activities include:

- Support local artists to share their cultural knowledge through the creation of high-quality art from which they can earn an income.
- Facilitate opportunities for local artists to develop and improve their art making skills and develop new arts products by organising related workshops and training.
- Maintain an active network of local artists who play a leading role in the development and direction of artistic projects.
- Support artists to create artwork which can be entered into major art awards and presented at industry events and art fairs.
- Monitor and assess the quality of artwork being produced and oversee the pricing of works.
- Act as the artists' agent in matters relating to exhibitions and the ongoing development of their careers.
- Manage commissions and any other special contracts or projects on behalf of Art Centre member artists.
- Maintain provenance records in the Stories Art Money (SAM) database and manage all matters relating to artists copyright and intellectual property rights in liaison with the Copyright Agency. Protect and manage intellectual property on behalf of the artists and the organisation.

- Facilitate weekly Artists meetings (Tuesdays) ensuring meetings are documented.

### ***Creating and developing markets (External)***

The Manager develops opportunities, relationships and partnerships to promote the Art Centre and its artists and ensure an active and engaged market for the sale of artistic works. This includes:

- Oversee the development and delivery of an annual program of exhibitions (nationally and internationally).
- Seek out and manage special arts projects that create new opportunities for artists.
- Seek out opportunities for artists and staff to attend key marketing, networking and sales events such as *Revealed* and the *Darwin Aboriginal Art Fair*.
- Seek out opportunities for artists to promote their work through public speaking, media interviews and in publications.
- Oversee and manage all marketing strategies and materials relating to WAC business including the ongoing development and maintenance of the website.

### **STRATEGIC AND OPERATIONAL MANAGEMENT**

- Implement, monitor and review the Strategic Plan for WAC; develop and coordinate the operational plan and the forward cultural program in line with the Strategic Plan.
- Manage all the Art Centre's current programs and their budgets with efficacy, adhering to regular monitoring, reporting and evaluation / acquittal of programs with relevant funding bodies.
- Maintain and develop strategic relationships within and across the cultural, arts, tourism, Indigenous and economic development sectors. Work with industry stakeholders to advocate for the rights and needs of members and artists and for recognition of the important links between cultural activity and being on Country.
- Harness resources and staff for efficient and effective operations.
- Manage effective administration of the Centre, establishing effective and current operational systems, policies and procedures; and ensure WAC files (including databases, correspondence, programs, records, contracts, passwords and accounts) are stored on the Data Drive and backed up on the main server.
- Ensure all people involved with WAC recognise and respect Gija cultural protocols and leadership frameworks in order to build a strong inter-cultural organisation.

### **GOVERNANCE**

- Facilitate and ensure good governance for all WAC members, supporting Directors to carry out their functions with effective decision-making, accountability and transparency.
- Facilitate independent governance training and development for Board members and staff wherever needed to ensure best practice including current independent advisors e.g. pro bono lawyers Landers and Rogers, Wunan Foundation and ANKA.
- Providing the board with support in coordinating the monthly Board of Directors' meetings, AGM, and General Meetings as ensuring high levels of accountability and reporting and strong cross cultural communication and understanding. Providing the board with monthly management and financial reports at each board meeting, ensuring directors are aware of the organisation's operations, finances and performance at all times.

- Monitor the implementation of board decisions, ensuring decisions are followed through by staff and operational processes.
- Report on implementation and monitoring of the goals and KPI's of the WAC strategic plan and incorporate into Board agendas and decision papers.
- Ensure the Corporation meets all legislative obligations and responsibilities, including reporting to the Office of the Registrar of Indigenous Corporations (ORIC) and all funding bodies.

## **FINANCIAL**

- Manage all aspects of WAC's financial and business activities including financial planning, annual and project budgeting, price structuring, monitoring expenditure so as to remain within budget and achieve surplus.
- Manage and oversee all income and expenditure of WAC through effective financial management practices, working closely with the Accounts team to manage and report on financial operations.
- Secure annual and multi-year funding from a range of sources and ensure they are sufficiently diversified to minimise financial risk for the organisation. This should include Indigenous employment and enterprise initiatives as well as revenue from arts funding, government and private sector support. Develop additional diverse range of revenue streams such as donations, philanthropy and fees for service.
- Coordinate end of year financial reporting and annual audit and ORIC reporting.
- Manage grant funds effectively and meet funding bodies' acquittal obligations on time.
- Oversee artist accounts in the SAM database to ensure all are accurate and up to date and that SAM is operating effectively. Manage and make regular payments to artists at weekly meetings based on completed sales.
- Oversee the maintenance of all WAC assets, equipment and resources, conducting regular risk assessments through the WAC Risk Assessment Plan and Workplace Health and Safety policies.
- Develop strategies wherever necessary to improve cost effectiveness in all operations.

## **HUMAN RESOURCES**

- Ensure human resource management practices are aligned with the objectives of the strategic plan and relevant legislation.
- Provide supervision and support to all WAC staff and trainee positions including project workers and volunteers. Support the performance of staff in line with position descriptions and conduct six-monthly performance reviews.
- Foster on the job mentoring, training and professional development opportunities for staff, board members and artists.
- Manage the annual staffing schedule to ensure sufficient staffing levels are maintained, making allowances for operational peaks and troughs. Further develop and monitor employment plan to ensure the goal of increased Aboriginal employment is achieved and relevant resources secured.
- Ensure WAC policies and procedure documents such as code of conduct, staffing policies, vehicle use, travel etc are kept up to date and expressed in appropriate language, and that all staff are aware of their rights and responsibilities.

### 3. SELECTION CRITERIA

#### Essential:

- **Experience working with and supporting artists to create high quality art and managing the development of artist careers.** Demonstrated capability in developing and delivering a multi-faceted artistic and cultural program.
- **Experience managing an organisation of similar size and complexity;** understanding of the strategic, business, governance and cultural aspects of working for an Aboriginal Corporation; demonstrated cultural competency
- **Excellent financial and commercial acumen** with the ability to secure funding, meet accounting standards and manage and maintain assets
- **Demonstrated ability to lead, train and develop and work cooperatively with a small team**
- **Capacity for establishing relationships** and developing opportunities that contribute to achievement of the organisation's goals and strategies
- **Proven ability to act with diplomacy and discretion** when dealing with conflict, or sensitive and confidential issues
- **High level communication and time management skills,** including the ability to work in a cross-cultural environment
- **Demonstrated capacity for resourcefulness and resilience** and experience or ability and desire to live in a remote community and work with a close-knit team
- **Demonstrated ability in successful stress management,** engaging positive coping strategies and exercising self-care
- **Proficiency in one or more of the following:**
  - Knowledge of contemporary and/or Indigenous art markets.
  - Experience in the day to day operations of a business related to art and cultural programs.
  - Experience in staff mentoring and training, and employment and skills development programs.

#### Additional Factors:

- Tertiary qualifications in business, community development or arts management or similar relevant qualification and/or extensive demonstrated relevant professional experience.
- Current driver's licence and experience or ability to drive a 4WD.
- Applicants will be required to obtain a National Police clearance and Working with Children clearance – (on acceptance of position, and conditional to contract offer).

*Applicants who have previous experience working in Aboriginal communities will be highly regarded, though this is not an essential requirement of the position.*

#### **4. EMPLOYMENT CONDITIONS**

**Salary package range is \$90,000 - \$107,000 inclusive of:**

- Salary component of \$67,000 - \$80,000 depending on experience
- Furnished air-conditioned 2 bedroom accommodation (built 2014), including electricity
- Five weeks Annual Leave after 12 Months
- Provisions for Salary Sacrifice
- Airfares and relocation costs up to \$2000 at commencement and upon completion of contract.
- 9.5% superannuation

***The successful applicant will be required to live in Warmun.***

#### **5. OTHER**

##### **Training and development**

Dependent upon experience, development opportunities and mentoring support can be made available in line with the needs of the incumbent and the organisation.

##### **Travel**

Intra and interstate travel to events has typically required 7-8 trips a year; and visits to outstations (30 kms away) and Kununurra (200kms) are more frequent. A work vehicle is available for these purposes (not for private use). Future travel may vary dependent on travel restrictions and budget.

#### **6. ABOUT WARMUN**

Warmun is located 3009km northeast of Perth and 160 km south-west of Kununurra in the East Kimberley. The closest populated town is Halls Creek.

The community was established in the 1970s by the Gija people at Turkey Creek. Warmun has a core population of about 300 - 400 people and it has close relations with around five outstations nearby, also populated by Gija people. The majority of Warmun residents are members of the Gija language group.

The Community was devastated by a flood in 2011, and then entirely rebuilt with modern facilities including a local early learning centre, primary school, junior highschool, a community owned store and Roadhouse, motel rooms, a Catholic retreat / accomodation, an aged care centre, swimming pool, football oval and a police station. The Ngalangangpum School is a co-educational Catholic school of around 50 students from Kindergarten to 10 which was established in 1979 and has had several upgrades since. The town is the principal access point (109 kms) to the world heritage site of the Purnululu National Park, previously known as the Bungle Bungle Ranges.

Warmun is a closed community, requiring community permission to enter; and alcohol is not permitted on community lands.

Check out the beauty of Warmun and Gija country here:

<https://www.youtube.com/watch?v=nDdMeF8VMJw>

## 7. HOW TO APPLY

To apply, please send us:

- **A cover letter** highlighting the ways in which you would meet the responsibilities of becoming part of the Warmun Art Centre team (maximum 2 pages)
- **Your current CV**

*(Note there is no requirement to respond to selection criteria at this stage of the recruiting process)*

**Applications close: Sunday 28 June 2020.**

Applications will be reviewed as they are received and initial interviews will be conducted via video conferencing.

### **Enquiries:**

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