

POSITION DESCRIPTION

POSITION TITLE:	Art Centre Manager
DIVISION / SECTION:	Arts and Culture
SUPERVISOR:	Chief Executive Officer
LEVEL:	
STATUS (FTE):	1.0 FTE
DIRECT REPORTS:	3
INDIRECT REPORTS:	10

ABOUT BAWINANGA ABORIGINAL CORPORATION [BAC]:

BAC is a large and complex regional community development organisation providing services to homelands in the Maningrida region, administering some 50 grants and managing a suite of businesses and programs including: Housing, Civil Works, Essential Services, Women's Centre, Bawinanga Rangers, Barlmark Supermarket, Fuel Supplies, Mechanical Workshops, Arts and Culture/Djomi Museum, Wild Foods Café, Community Patrol, Employment Services and Money Management Services.

BAC is governed by a Board of Directors who are elected by corporation members every two years. BAC enacts policies developed at the executive level through the leadership of the CEO and the Senior Management team.

BAC's mission is to improve the lifestyle of people on homelands by caring for country, preserving language and culture through the delivery of services to improve housing, health, education and roads.

BAC is a values based organisation with an emphasis on: Respect for Culture, Country and each other, Accountability, Teamwork, Continuous Improvement and Open and Honest Communication. These are principles and behaviours we display when working together.

PURPOSE OF THE POSITION

This position is responsible for strong leadership and management of the Maningrida Art Centre, Djomi Museum and Culture office. This is a complex role, requiring a combination of arts sector expertise and high-level business skills as well as exhibition, marketing and retail knowledge. It operates under the direction of the Chief Executive Officer in accordance with BAC plans, policies, relevant legislation and funding requirements.

POSITION RESPONSIBILITIES:

Key Accountabilities

1. Drive the establishment of a cultural precinct incorporating; the production and exhibition of arts and crafts at the Art Centre and exhibitions, along with the preservation of language and culture through the Djomi Museum and Culture office.
2. Ensure art is exhibited to maximise commercial return to artists, source marketing opportunities and initiatives to generate high levels of public interest and appeal, and to best represent the artist(s) and their works.
3. Take great care with the preservation, collection, presentation and interpretation of works of art when in storage and/or public display, in Art Centres – local, Australia-wide and/or international venues.
4. Strategically pursue partnerships with government, non-government and art industry networks to obtain both funding, resource development and assistance needed by the centre to generate improved revenue streams.

5. Strengthen governance and accountability through the development of realistic and useful business planning and database systems to ensure protection of the artists' work, auditing of stock control/stock takes and the appropriate payment for artists.
6. Act in accordance with BAC's policies and procedures and obtain appropriate approvals for the acquisition of works whether purchased, gifted or bequeathed and/or the deaccessioning of works of art from the collection.
7. Take all measures to protect the intellectual property and copyright provisions of the artists and BAC, particularly in the exchange of visual documentation and free exchange of photographs and digital images.
8. Ensure all arts and crafts public facilities are safe, sustainable and fit for purpose, and ensure artists have appropriate space to undertake their creative works
9. Provide leadership and professional encouragement in the spirit of collaboration and mentoring of the staff in the appreciation of works of art and their care.
10. Provide timely accurate advice, briefing papers and reports to the CEO as required, manage and monitor budgets and P&L and ensure all communications are appropriate to BAC employee, communities, Stakeholders and partner organisations.
11. Design and develop exhibition proposals to showcase artist profiles and artwork. Enter contracts with local, Australian or international industry fairs and exhibitions with approvals from the CEO
12. Work effectively in a team environment
13. Adhere to the Workplace Health and Safety regulatory requirements
14. Identify continuous improvement opportunities
15. Develop and maintain positive stakeholder relationships with all BAC staff, and develop sound working relationships through delivering appropriate and honest support and/or feedback.
16. Ensure communications are appropriate to BAC Employees, Directors, Communities, Stakeholders and partner organisations.
17. Any other duties requested by your supervisor which are within your capabilities.

SELECTION CRITERIA:

Essential:

1. Demonstrated experience working in a remote aboriginal community environment, with knowledge and understanding of aboriginal protocol and culture.
2. Demonstrated experience managing an arts and/or cultural organisation, gallery or art centre.
3. Tertiary qualifications in arts, financial management, event management or equivalent extensive relevant work experience.
4. Demonstrated experience working in a culturally inclusive workplace using principles and practices of cultural competence to maintain a high-quality artwork reputation, cultural integrity and to ensure financial success.
5. Strong understanding of arts and cultural development processes including knowledge of government policies and trends relevant to arts and cultural development.
6. Experience in curatorial work to preserve, collect, present and interpret artwork when in storage and/or public display in the Art Centres, local, Australia-wide and/or international venues
7. Highly developed skills in program and project management; including planning, developing, monitoring, contractual arrangements and evaluation processes to deliver results in an environment of change and conflicting demands.
8. Demonstrated capacity to foster partnerships and build links between different art industry networks and different levels of government.
9. Highly developed interpersonal, communication, negotiation and influencing skills with the ability to use empathy, discretion and judgement and lead challenging and stressful situations with clients and staff to positive outcomes.
10. A strong track record of marketing and delivering safe and well-managed arts and cultural projects and exhibitions regionally, nationally and internationally.
11. High level financial, contract management and reporting, monitoring of projects and budgets to comply with financial regulations, freight logistics and stock control management.

12. Strong background in development and implementation of art centre information systems (SAM), databases, digital media and website management.
13. Proven track record with the application of Intellectual Property and Copyright legislative requirements relating to art and craft to maximise commercial outcomes for BAC and the artists
14. Demonstrated leadership, mentoring and team management to ensure capability and capacity to deliver on current and future work.
15. Current Drivers Licence, Police Clearance, Ochre Card and First Aid Certificate

Desirable:

1. Experience working for a community development or not-for-profit organisation.
2. Experience living and working in remote communities
3. Experience and knowledge of Aboriginal culture and communities and how they operate

Approval:

Ingrid Stonhill
Chief Executive Officer, BAC