



## Vacant Position

<b>Position Title:</b>	Art Centre Coordinator
<b>Location:</b>	Angurugu, Umbakumba, Alyangula Art Gallery, Groote Eylandt Archipelago
<b>Employment type:</b>	Full time 38 hours per week

The Anindilyakwa Land Council (ALC) is a 'future-forward' Land Council, directed by the 14 clans of the Groote archipelago region, is enabling the Anindilyakwa people to take full advantage of the opportunities and technology available in the 21st century, while simultaneously preserving land, language, and culture. The vision of the ALC is to:

- Protect, maintain, and promote Anindilyakwa culture
- Invest in the present to build a self-sufficient future
- Create pathways for youth to stand in both worlds

ALC is an independent statutory authority of the Commonwealth, subject to the *Public Governance, Performance and Accountability Act 2013*, described therein as a Corporate Commonwealth Entity and is currently a portfolio agency of Prime Minister and Cabinet. For more information on the Anindilyakwa Land Council, please visit our website: <https://www.anindilyakwa.com.au/>

## About the role

The ALC is seeking a dynamic leader. Reporting to the Preserving Culture Manager, the Art Centre Coordinator is responsible for overseeing the overall strategic and operational planning for the Art Centre located at the Culture, Arts & Training Centre Hub (CATCH) building, the Angurugu Culture Centre, the Gallery in Alyangula, and the Umbakumba beach shack, to protect, maintain and promote Anindilyakwa Culture. This will be achieved by breaking down concepts of the strategic and operational plan, with Art Centre staff and engaging everyone to work towards achieving.

The position will encourage the engagement of local staff, community members, community organisations and stakeholders in art and cultural activities. Also responsible for coordinating training and development for local artists, ensuring Project Officers continue to support the artistic skills in community Art centres. Further, this role will manage the day-to-day operations of the Art Centre business, including resources, identifying relevant funding opportunities, creating commercial viability. The Art Centre Coordinator will oversee the Art Centre team comprising of Arts Development Officers, Project Officers, Arts Workers and Gallery Staff, ensuring a community development and strengths-based approach.





The Art Centre Coordinator will work across a team to support activities within a broader framework including working towards ALC strategic outcomes and program, including the annual Festivals and associated events.

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## Key Responsibilities

- Regularly consult and engage with stakeholders, facilitating community consultation and awareness of the programs to ensure the communities are driving the Art Centre programs.
- Managing the day-to-day operations of the Art Centre and its programs and ensuring key project objectives are being achieved.
- To actively preserve Anindilyakwa Art and Culture through the maintenance of databases, encouraging the practice of traditional art practice and careful documentation.
- In consultation with the Art Centre team and artists, source and apply for relevant funding for the Art Centres programs including appraising all other revenue opportunities including commercial and philanthropic.
- Provide leadership, mentoring and management to the Art Centre staff and creative opportunities to artists.
- Engage and coordinate contractors, trainers and specialists as required.
- Develop and manage program budgets, and expenditure within delegation and governance structure.
- Assist the PC Manager with developing strategic and operational programs to ensure the Art Centres objectives are aligned with the community objectives and the ALC 15-year strategic plan.
- Coordinate joint projects with PC programs and other community organisations and groups.
- Engaging local artists in programs and assisting them to develop new skills.
- Coordinate and market Art Gallery events and activities with the Gallery manager.
- Promoting and committing to Work Health and Safety in the workplace by providing leadership, ensuring compliance and ongoing review of WHS policies and procedures.

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## Selection Criteria

### Essential

1. Demonstrated interpersonal and communication skills, with an ability to effectively engage and consult, liaise, and negotiate with a wide range of internal and external stakeholders
2. Management experience including employee management capabilities and the ability to develop, implement and manage programs, activities, and projects





3. Sound experience in business and financial management including the development of program-based budgets, submissions of grant applications and meeting funding objectives and reporting deadlines.
4. Demonstrated experience in community consultation and cultural development, including the engagement of community members and stakeholders to collaborate ideas and concepts
5. Knowledge of or ability to access practical training and development programs for remote Aboriginal artists
6. Experience within an Aboriginal organisation or within an Indigenous context, along with practical knowledge and understanding of Aboriginal culture and society and the issues affecting Aboriginal people in the Northern Territory
7. Demonstrate experience and knowledge of working in a strong regulatory environment with high level negotiation skills and an ability to communicate effectively at all levels.
8. Understanding of and commitment to the effective implementation of Workplace Health & Safety and Equal Employment Opportunity practices
9. Possess a current NT driver's license or ability to obtain
10. Demonstrated experience with computer packages for the preparation of data and reports
11. Ability to create a supportive and culturally correct environment for all Art Centre participants.

### Desirable

- Suitable qualifications or relevant experience within the Arts sector
- Four-wheel drive experience, driving on country and vehicle recovery experience desirable.

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## Other Information

Pre-employment screening, including an AFP criminal record check, may be undertaken on the person who is being recommended for appointment.

Accommodation is provided with this position. A highly attractive remuneration package will be negotiated with the successful applicant, including Holiday Travel Allowance, relocation, 5 weeks annual leave and Salary Sacrifice.

For more information or to obtain a copy of the Position Description, please email [humanresources@alcnt.com.au](mailto:humanresources@alcnt.com.au).

## How to apply

To apply for this position, please address the selection criteria in your cover letter and include your resume in your application email, send to [humanresources@alcnt.com.au](mailto:humanresources@alcnt.com.au). Applications that have not addressed the selection criteria will not be considered.

Applications close 13 October 2021.

