



Vacant Position

Position Title:	Administration and Project Officer
Location:	Groote Eylandt
Employment type:	Permanent Full Time
Applications close:	Applications close when a suitable candidate is found.

About the ALC

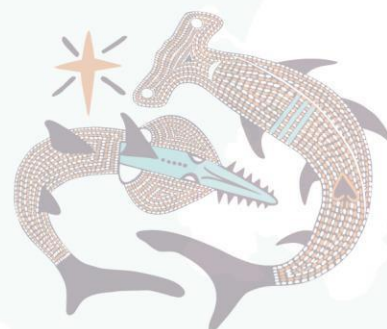
The Anindilyakwa Land Council (ALC) is a 'future-forward' Land Council, directed by the 14 clans of the Groote archipelago region, is enabling the Anindilyakwa people to take full advantage of the opportunities and technology available in the 21st century, while simultaneously preserving land, language 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 Administration and Project Officer plays a vital role in ensuring the smooth daily operations within the ALC Arts Program. This position provides essential administrative, logistical, and project support, helping to deliver impactful arts and cultural programs while ensuring compliance with ALC guidelines and reporting obligations.

This dynamic role requires flexibility, including travel to various Art Centre locations within the Groote Archipelago and occasional support at the Gallery Shop in Alyangula

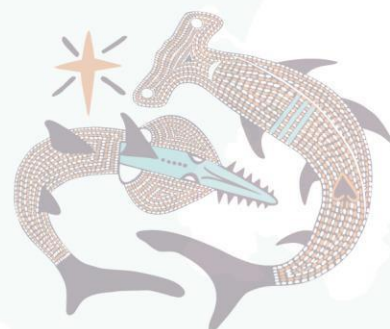
Key Responsibilities

- Assist in planning and coordinating arts and community projects alongside the Art Centre Coordinator.
- Provide administrative and logistical support, including managing office tasks, materials ordering, travel bookings, grant applications, and reporting.
- Coordinate workshops, stakeholder programs, art fairs, and cultural events to foster community engagement.
- Support the training and development of Arts Officers and assist in documentation efforts such as policies, reports, and acquittals.
- Maintain positive relationships within the community, ensuring accessible arts services and activities.
- Assist with marketing and sales efforts including cataloguing artworks, content creation, and social media management.
- Participate in off-island events such as art fairs and stakeholder engagements.

Selection Criteria

Essential

- Experience working within an Indigenous organisation or context, with strong communication skills for engaging with Aboriginal communities.
- Proven ability to run arts projects, events, and cultural programs while fostering community participation.
- Demonstrated experience in high-level administration support and project coordination.
- Strong organisation and time management skills, with the ability to work collaboratively in a team environment.
- High-level computer literacy
- A current manual driver's licence
- Ability to lift 15kg and adhere to workplace safety protocols.





Desirable

- A Working with Children (OCRHE) Card or able to obtain one.
- Experience in four-wheel and off-road driving or willingness to learn.
- Tertiary qualifications in Arts, Community Development, or equivalent industry experience.

Other information

- Remuneration: Starting from \$66,000 per annum
- Annual Holiday Travel Allowance (HTA): \$2000
- Annual leave: 5 weeks per annum.
- Personal Leave: 18 days per annum
- 2 weeks paid Christmas/New Year shut down - in addition to annual leave.
- Salary Sacrifice (\$18,500 per annum)
- **Please note relocation or accommodation is not offered with this role**

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

This position will be required to work out of hours on an as-required basis.

For more information, please email hr@alcnt.com.au

How to apply

Please do not hesitate with your application as an employment offer will be made to the right candidate.

To apply for this position please submit your resume and cover letter addressing the selection criteria to hr@alcnt.com.au.

