



Job Description: Manager, Warmun Art Centre

About the Art Centre

One of Australia's leading art centres, Warmun Art Centre is owned and governed by Gija people. The centre was established in 1998 by the founding members of Warmun's contemporary painting movement including Rover Thomas, Queenie McKenzie, Madigan Thomas and Hector Jandany. Warmun art celebrates the expression of Gija culture and supports the continued development of innovative contemporary painting by both established and emerging artists. The centre facilitates this through a commercially viable arts enterprise, that returns 100% of income to the community and provides a diverse range of cultural and economic opportunities.

Warmun Art Centre works with some of Australia's most prominent contemporary painters who have national and international acclaim, with representation in renowned museums and galleries. The art centre represents established, mid-career and emerging artists from Warmun Community and surrounding areas, who work with natural ochre sourced from Gija country. The centre currently supports approximately 50 artists. The centre also has a large onsite gallery that is open to the public.

The Art Centre is strongly supported by its artists and governed by an active and representative Board of Directors.

Overview

The Manager is responsible for the strategic and operational management of Warmun Art Centre. 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 success. Working collaboratively with the range of staff employed by the art centre, the Manager identifies and develops opportunities to promote Warmun Art Centre (WAC) and its artists, creatively, culturally and commercially.

You may be required to travel to regional and interstate industry events and also support artists to attend and participate. You are also required to supervise all staff employed by the art centre and support and mentor a number of Aboriginal arts workers.

The Manager is responsible for securing funding, generating revenue and managing all aspects of finances and financial sustainability for WAC. The art centre has a current annual turnover of around \$2 million. This includes approximately \$500,000 in grant funding.

For any questions about the position, please contact AACHWA CEO, Chad Creighton via email at ceo@aachwa.com.au.

Duty Statement

Strategic and Operational Management

- > Working collaboratively with staff and the Board:
 - ▶ Oversee design and delivery of artistic programs and artist development and support.
 - ▶ Overall administration of the Centre, implementing quality operational systems, policies and procedures.
 - ▶ Oversee the maintenance of all WAC assets, equipment and resources.

Governance

- > Recognise and respect Gija cultural protocols and leadership frameworks in order to build a strong inter-cultural organisation.
- > Facilitate good governance by supporting Directors with decision-making, accountability and transparency, including financial reporting.
- > Facilitate governance training and development for Board members and staff.
- > Monitor the implementation of Board decisions.
- > Ensure the Corporation meets all legislative obligations, including reporting to the Office of the Registrar of Indigenous Corporations (ORIC).

Financial

- > Responsible for the financial health and sustainability of WAC.
- > Oversee WAC's income and expenditure and work closely with the accountant.
- > Coordinate financial reporting and annual audit.
- > Oversee artist accounts in the SAM database.
- > Identify, secure and manage funding, sponsorship and donations.

Arts and Cultural Support

- > Support and facilitate artists to produce, market and sell high-quality art.
- > Administer artists' copyright and intellectual property rights.
- > Travel with artists to attend exhibitions, events, on-country camps and meetings.

Human Resources

- > Supervise and support WAC staff, including trainees, casuals and volunteers.
- > Support the performance and development of staff, including annual performance reviews and training.
- > Ensure staff policies and procedures (code of conduct, vehicle use, travel etc.) are up to date and that all staff are aware of their rights and responsibilities.

Business and Market Development

- > Oversee the development and delivery of an annual program of exhibitions (nationally and internationally), sales events and marketing/media activities.
- > Develop new and cultivate existing relationships with sector professionals and institutions.

SELECTION CRITERIA

Essential

1. Proven ability to work, live and communicate in a cross-cultural environment and negotiate complex social and cultural issues.
2. Ability to manage a busy social enterprise, including staff management, financial management and efficient administration.
3. Highly developed aesthetic and curatorial skills, with a proven ability to assess works of art, nurture artistic talent and identify opportunities for artists.
4. An understanding of the contemporary Aboriginal art sector.
5. Flexibility, ability to multitask and work in a high-pressure environment.
6. Effective IT and communication skills.
7. Current manual drivers' licence and the capacity to travel in remote areas.

Desirable

- ▶ Understanding of copyright and intellectual property issues.

Other

- ▶ Must be an Australian citizen / Permanent Resident
- ▶ Fully COVID-19 Vaccinated
- ▶ Hold valid Australian work rights
- ▶ National Police Clearance
- ▶ Working with Children Check

The successful applicant will be required to obtain a National Police clearance and Working with Children clearance (on acceptance of position, and conditional to contract offer).

APPLICATIONS

Please supply the following information when applying for the position:

- A cover letter (no more than one page with a font size of **10 to 12** points) setting out your interest in the position.
- Statement addressing the Selection Criteria listed above (no more than four pages with a font size of **10 to 12** points). Please note: applications that fail to address the Selection Criteria will not be considered.
- Curriculum Vitae which details relevant work history.
- Name and contact details of two referees.

Applications close at 5pm Western Standard Time on Monday 15 May 2023.

Your application should be marked Confidential and must be submitted by email to:
ceo@aachwa.com.au.