

Artistic Programs

Facilitate opportunities for local artists to develop and improve their art.

Support local artists in the production of high quality traditional and contemporary Indigenous art.

Where required, facilitate the collection (harvesting and processing) of natural materials which artists use in the creation of new work.

Work with artists to create art which can be entered into major art awards and presented at industry events and art fairs.

Sales And Marketing

Utilise gallery spaces at the Cultural Centre to maximise the exhibition and sale of locally made Indigenous art. Develop and maintain relationships and manage consignment agreements and contracts with ethical commercial galleries to enhance the long term sustainability of the Cultural Centre and the artists it represents.

Develop and maintain relationships with public galleries and institutions as well as art dealers, collectors and private customers

Ensure that systems are in place to address enquiries promptly and to gain feedback on quality of service

Participant Management And Support

Source opportunities for participants to promote their work through exhibitions, awards, art fairs and other presentation mediums (eg. public speaking, media interviews, in publications).

Manage commissions, royalties and any other special contract and payments on behalf of Art Centre member artists. Maintain provenance records and ensure that controls are in place to protect intellectual property.

Support participants living and working on homelands with the provision of quality tools, equipment and materials for the creation of artwork.

Assist participants to translate and document traditional cultural knowledge and practices.

Foster an active Indigenous artist's network to play a leading role in the development and direction of participants projects.

Research and source skills development and funding opportunities for emerging artists. Maintain a working relationship with the Wingellina School to foster development of the arts with school children.

Relationships

Develop and maintain strong relationships with Artists, CDP Participants, Council management and employees and external stakeholders.

Facility Management

Oversee the day-to-day operation of a safe, busy, financially successful and professionally run community-based Cultural Centre including galleries and artist studios.

Provide supervised, equipped and stocked working spaces for artists to create a range of art forms.

Ensure the Cultural Centre is maintained as a healthy workplace by overseeing regular cleaning, building securing, repairs, upgrades and maintenance.

Administration

Administer Council's purchasing policy as it applies to the Cultural Centre.

Ensure the smooth and professional operation of all Cultural Centre business systems and administration procedures.

Oversee the maintenance of the Cultural Centre's catalogue of artists and artworks, ensuring artist biographies and artwork stories are photographed and documented.

Ensure regular monitoring and purchasing of stock, equipment and supplies and maintain the stock control system (SAMS).

Financial Management

Manage all Cultural Centre funding applications, grant reporting conditions and acquittals and maintain good relationships with funding bodies in conjunction with Community Development Advisor.

Employment And Training

Recruit, train and supervise Indigenous staff to operate the Cultural Centre and deliver its range of services.

Manage the Cultural Centre team and ensure the Cultural Centre is a positive, supportive working environment for staff and artists.

Source and coordinate skills training opportunities in response to participants priorities, needs and interests.

Visitors And Cultural Tourism

Ensure Cultural Centre galleries are functional, well presented and promote the work of the participants.

Ensure the coordination of Cultural Centre activities for visitors and liaise with artists on artist lead culture tours and activities.

Organisational Integrity

Ensure the rights of artists are upheld with respect to: Copyright, Intellectual and Cultural Property, the Resale Royalty Right and the recommendations of the Australian Indigenous Art Code of Conduct.

Ensure there is no conflict of interest with the staff, including yourself, and the independent integrity of the Cultural Centre.

Business Management

Update and maintain the corporation's business plan maintaining commitment to governance requirements and community consultation. Be committed to the improvement of Cultural Centre policies and procedures.

I, _____ acknowledge and agree to the above position description.

Employee's Signature _____ Date _____