

## **Applicant Job Package**

### **Moa Arts Centre - Manager**

Dear Sir/Madam

Thank you for your interest in the position of Moa Arts Centre Manager

For your information the following documents are enclosed:

- Application for Employment form
- Position Description (including Selection Criteria)
- Guide for job applicants

In your application

Please ensure all information and attachments are provided. As a minimum it is expected that you will provide:

1. Response to selection criteria
2. Referee details
3. Resume or curriculum vitae
4. Any other documents that you consider would enhance your application e.g. qualifications, certificates, etc.

**Your application must be submitted by COB 5pm May 24 2019.**

Please email your application to:

Pam Bigelow  
manager@iaca.com.au  
0427 931735

Should you require any further information regarding the position, please contact the IACA Manager Pamela Bigelow on 0427931735 or email [Manager@iaca.com.au](mailto:Manager@iaca.com.au)

Yours sincerely  
Pamela Bigelow  
Manager IACA

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## MOA ART CENTRE MANAGER - POSITION

### DESCRIPTION

#### OVERVIEW

The core objective of the Moa Arts Centre is to support local artists to share their culture, through the creation of high quality traditional and contemporary art and crafts and derive an income from their creative endeavours.

The Manager is responsible for overseeing the many facets of the art centre's daily operation and the ongoing success of its artistic programs and financial growth, which involve exhibitions, sales and marketing activities nationally and internationally.

**Remuneration:** Salary \$77,550 +Super \$7,367.25 per annum. Total \$84,917.25

5 weeks annual leave, 10 sick days

Relocation up to \$3,000 max and 1 x annual return airfare to home base.

Accommodation provided in a furnished two bedroom cottage at \$100 per week rental.

Vehicle use for art centre business.

#### Key responsibilities & duties

##### Financial Management

##### Administration

- Maintain efficient and accurate file management systems, ensuring procedures are in line with best practice methods
- Ensure all Indigenous Cultural and Intellectual Property, Moral Rights and Copyright are protected.
- Including registering to CAL and Viscopy in order to administer and receive resale royalties and copyright fees.
- Update and maintain the Corporation's Strategic and Business plans.
- Ensure membership to industry associations such as IACA (Indigenous Art Centre Alliance), Arts Law, CAL and VISCOPY and the Indigenous Art Code are current and up-to-date.

##### Artistic Programs and Development

- Encourage and support local artists in the production and presentation of high quality art and craft by local Indigenous community members, adhering to quality control and best practice.
- Support the collection (harvesting and processing) of natural materials with artists for use in the creation of arts and crafts.
- Where appropriate assess and purchase locally made traditional and contemporary arts and crafts in accordance with the Corporation's Purchasing Policies.
- Work with artists to identify art and craft which can be entered into major art awards and

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presented at industry events and art fairs.

- Undertake special projects in consultation with artists and Directors and other stakeholders.
- Support artists living and working in community with the provision of quality tools, equipment and materials for the creation of artwork.
- Assist artists to translate and document traditional cultural knowledge and practices.
- Foster an active Indigenous artists network to play a leading role in the development and direction of artist projects

### **Sales and Marketing**

- Develop and deliver an annual program of commercial and non-commercial exhibitions (nationally and internationally) which promote the Art Centre and its artists. Including galleries, markets and art fairs.
- Manage the gallery space in the Art Centre to maximize the sale of locally made arts and crafts.
- Develop and maintain relationships with ethical commercial galleries to enhance the long term sustainability of the Art Centre and the artists it represents.
- Develop and maintain relationships with public galleries and institutions as well as art dealers, collectors and private customers.
- Develop and implement new marketing campaigns which promote The Art Centre and its artists (campaigns should include advertising as well as print and web-based media).
- Further develop the domestic, national and international export markets for locally produced artwork.
- Ensure that systems are in place to address enquiries promptly and to gain feedback on quality of service.

### **Strategic and Operational**

- Supervise and manage staff, Arts workers and interim staff including contractors, consultants, project workers and visitors.

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- Approach develop and secure prospective and existing sponsors, clients, customers and
- Other stakeholders across all of the Art Centre's programs and in-line with the organisation's Strategic and Business Plan.
- Oversee the production, cataloguing, marketing and dispatch of arts and crafts including the maintenance of the SAM (Stories, Art, Money,) database.
- Ensure the maintenance and responsible use of the Art Centre vehicle and other equipment in accordance with the Art Centre Vehicle Policy.
- Manage the ordering and monitoring of art material supplies.
- Coordinate the freighting and packaging of sold and consigned artworks to a best practice standard including relevant insurances.
- Ensure Art Centre staff, arts workers, contractors, consultants and visitors comply with the Art Centre's Occupational Health and Safety Policy and Procedures.

#### **Facility Management**

- Oversee the day-to-day operation of a safe, busy, financially successful and professionally run community based Art Centre including galleries and artist studios.
- Provide supervised, equipped and stocked working spaces for artists to create a range of art forms.
- Manage capital works upgrades.
- Ensure the Art Centre is maintained as a healthy workplace by overseeing regular cleaning, building securing, repairs, upgrades and maintenance.

#### **Visitors and Cultural Tourism**

- Ensure Art Centre galleries are functional, well presented and promote the work of the artists.
- Ensure the coordination of Art Centre activities for visitors and liaise with artists on artist lead culture tours and activities.
- Assist visitors with local accommodation, transport and cultural information queries and permits when required.

#### **Professional Development**

- Facilitate professional development, mentoring, training and employment opportunities for staff, Directors and artists, including participation in exhibitions, festivals, forums, and conferences and other relevant industry programs and events.
- One of the key roles for the art centre manager is to mentor and train the local Indigenous assistant manager, (or other appropriate staff) toward the role of art centre

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manager in the future.

- Recruit, train and supervise Indigenous staff to operate the art centre and deliver the range of services.
- Manage the art centre team and ensure the art centre is a positive, supportive working environment for staff and artists.
- Source and coordinate art techniques training opportunities in response to artist priorities, needs and interests.

### **Governance and Ethics**

- Recognise and respect existing traditional lore and leadership frameworks.
- Uphold good governance procedures as applicable to an Aboriginal Corporation (ORIC) and assist the Directors, coordinate and document meetings, ensuring the Corporation meets all legislative obligations and responsibilities.
- Adhere to the Corporations Code of Conduct, the Indigenous Commercial Code of Conduct and the community's cultural protocols.
- Ensure the rights of artists are upheld.
- Ensure there is no conflict of interest with the any employee and maintain the independent integrity of the Art Centre.
- Be committed to the improvement of Art Centre policies and procedures.

### **Selection criteria**

#### **Must be addressed**

1. Relevant qualifications, or substantial experience in arts administration or a related discipline.
2. Demonstrated understanding of governance requirements and commitment to indigenous leadership and self-determination.
3. Understanding of professional gallery practice and curating, with contemporary knowledge of Arts industry standards and policies.
4. Experience and proven ability in successful mentoring and training of Indigenous staff.
5. Demonstrated successful experience in sourcing and managing funding grants and philanthropic support.
6. Experience in studio management including preparation of materials, artist development, WHS procedures and care and conservation of art works.

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7. Demonstrated experience in the delivery of Indigenous or non-Indigenous arts and craft or community arts projects.
8. Demonstrated experience in the use of the online Art Centre Operating System Story Art Money SAM.
9. Well-developed small business management capabilities including sales and marketing, financial administration and efficient office procedures.
10. Proven ability to develop effective working relationships with members, employees, stakeholders and clients, high level of interpersonal and cross-cultural communication skills, preferably Torres Strait Islander culture.
11. Demonstrated computer literacy using standard office software applications, including spreadsheets and databases
12. Current driver's license and the ability to undertake independent, safe travel and live in a remote area.

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## Application for Employment Form

<b>Indigenous Art Centre Alliance Inc.</b>
<b>Position Applied for : Moa Arts Centre, Manager</b>

<b>Applicants Details</b>		
Given name:	Family name:	
Street address:		
Postal address:		
Home Ph:	Work Ph:	Mobile Ph:
E-mail:		
Do you have a current Police Clearance		
Are you an Aboriginal or Torres Strait Islander person		
Are you an Australian citizen <b>or</b> have the status of permanent resident in Australia?		

.....

*Applicants signature*      *Date*

If you have any queries regarding your application, or any other matter, the contact officer will be able to assist you. You will be notified of the results of your application as soon as practicable.

If you are called for an interview and have any special requirements (e.g. wheelchair access to building), advise the contact officer.

<b>Office Use Only</b>
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Date of notice to applicant:	Interview:    Yes <input type="checkbox"/> No <input type="checkbox"/>
Interview date/time:	Docs sighted by:

## REFEREES

**Name:**

\_\_\_\_\_

**Title:**

\_\_\_\_\_

**Organisation:**

\_\_\_\_\_

**Contact phone:**

\_\_\_\_\_

**Contact email:**

\_\_\_\_\_

**Relationship with referee:**

\_\_\_\_\_

**Name:**

\_\_\_\_\_

**Title:**

\_\_\_\_\_

**Organisation:**

\_\_\_\_\_

**Contact phone:**

\_\_\_\_\_

**Contact email:**

\_\_\_\_\_

**Relationship with referee:**

## Guide for job applicants

### INTRODUCTION

The suitability of applicants is assessed using a competitive selection process. The association is committed to maintaining equity and fairness in recruitment and selection processes and recognises merit as the primary basis for selection. Merit is determined through an assessment of a person's abilities, qualifications, experience,

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standard of work performance and qualities relevant to the performance of the duties of the position.

### **Steps in the process**

1. Complete the Application for Employment Form
2. Address the selection criteria
3. Compile your resume, setting out your particular skills and attributes.

To enable the Selection Panel to give every consideration to your application you will need to attach details regarding the following areas:

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<p><b>Claim for position/ addressing the selection criteria</b></p>	<p>The Position Description lists the selection criteria, which will be used to assess your application. It is essential that in your application you address each selection criterion outlining your relevant skills, capabilities, experience and qualifications and using relevant examples from your work or community roles to demonstrate your ability to meet each criterion. If any criterion is not addressed, or insufficiently addressed, your application may not receive further consideration.</p>
<p><b>Additional Information</b></p>	<p>Give details of any additional skills, qualifications, interests, activities, or any other matters, which may assist your claim for the position you seek. You may include:  Languages; short courses; social/sporting interests; computer/technical skills; union membership; driver's licence; community activities.</p>
<p><b>Education</b></p>	<p>Give details of any school, university or college qualifications and studies completed or being undertaken relevant to the position. Show the institution, years attended and results.</p>
<p><b>Referees</b></p>	<p>Include the names and telephone numbers (during business hours) of at least two (2) referees who can comment on your previous employment.  Referees will be asked to provide information on your past employment and work performance relevant to the selection criteria for this position.</p>
<p><b>Current resume</b></p>	<p>Provide a current resume which includes your personal particulars, employment experience and relevant qualifications.  You may include any temporary or part-time positions and experience gained in Australia or overseas. Information should include title of job, name of employer, dates, positions held, functions and responsibilities.</p>

## Closing Date

Applications must be received by 5.00 pm on the date specified in the advertisement.

### 4. Recruitment selection process

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## Interview and Assessment

Interviews and selection are conducted by a panel of at least three people. The panel will include Directors from the Moa Arts Board of Management (a majority), the IACA Manager and an independent industry person.

The recruitment selection panel will consider an applicant's abilities in (at least) the following areas:-

- Personal integrity/self-management
- Relationship capability
- Potential to engage with and contribute to the organisation now and in the future
- Alignment with Moa Arts Centre values & workplace culture
- Qualifications/training & work history/experience
- Ability to meet the essential and desirable criteria

The most competitive applicants are called for an interview where the panel conducts a more detailed assessment.

If called for an interview, you will be asked questions related to the duties of the position and the advertised selection criteria. You may also be asked to tell the panel more about particular areas of your application. You will be able to ask questions about the position and provide the panel with more information to help your application.

If you are requested to attend an interview and you have any special needs (for example, wheelchair access to the building) you should tell the person who contacts you about the interview. Interviews may be conducted by telephone if travel distances make it difficult to arrange face-to-face interviews.

You should be available for an assessment from the advertised closing date. The recruitment selection panel will try to ensure that a minimum of two days' notice for an interview is given to short-listed applicants. Please note that if you are going to be absent from work and/or home at any time within one month following closure of the application period, please note this on your application and, if possible, provide alternative contact details.

The panel discusses which applicant best meets the selection criteria and writes a report which rates the strengths and weaknesses of each applicant. A recommendation is made to either offer the position to the best applicant or take further action (for example, re-advertise the position).

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### **Employment is subject to**

- (a) The applicant being an Australian citizen or having the status of permanent resident in Australia.
- (b) The applicant providing proof of identity and any other necessary documentation.
- (c) A satisfactory Criminal Record check on the prospective applicant.
- (d) Confirmation that the prospective applicant is not disqualified from managing Aboriginal and Torres Strait Islander corporations in accordance with the *Aboriginal (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act).

### **Feedback**

You will be advised in writing of the result of your application after the selection process is completed, normally within 3 weeks of interviews being conducted. If you are short-listed, you will be offered the opportunity to receive feedback on your assessment. All applicants will be advised regarding the success of their application at the completion of the process. If your application is successful a recruitment selection panel representative will contact you and offer the position to you.