

JOB DESCRIPTION

Job Title:	Marrawuddi Arts and Culture Gallery Assistant
Reporting to:	Marrawuddi Arts and Culture Manager
Primary Objectives:	Operations of purchasing artworks and cataloguing
Contract:	1 year (renewable)
Location:	Jabiru, NT
Remuneration:	Dependant on skills and experience of applicant

BACKGROUND

The Gundjehmi Aboriginal Corporation (GAC) works and operates in the beautiful surrounds of Kakadu National Park. The GAC was formed by the local traditional custodians, the Mirarr people, to address the cultural, social and economic future of their people, their land and their region. Marrawuddi Arts and Culture is an art centre providing services to all indigenous people in and around Kakadu National Park, into Arnhem Land.

In October 2020, Marrawuddi became the first business to move into a new location (the 'old Jabiru Bakery'), as part of the post-mining transition of Jabiru. The Commonwealth, Northern Territory Government and the mining company Energy Resources of Australia signed a Memorandum of Understanding with Gundjehmi in August 2019 securing the Mirarr Vision and Masterplan for Jabiru.

Marrawuddi Arts and Culture are currently entering their second year running at fast pace, high tourism capacity in their new location. Marrawuddi undertakes art workshops (e.g. screen printing, fine art printing) on a regular basis, also allowing artists to work openly in the space seven days a week. Marrawuddi stocks and sells Campos coffee supplied in our front of house space.

The Marrawuddi Arts and Culture Gallery Assistant is responsible for overseeing the daily artwork purchasing from Marrawuddi artists, working closely alongside Marrawuddi Arts Supervisor and Workshop Manager.

A remuneration package of up to \$60,000 per annum depending on experience, plus salary sacrifice benefits.

Applications close Monday 31st January. Position to start beginning of March 2022.

KEY RESPONSIBILITIES

- Establish and sustain important relationships with local artists regarding purchase of artworks, documenting artworks and entering artists and cultural data into SAM (Stories, Art Money)
- Work closely with Marrawuddi Supervisors and Manager in regard to the daily operations of Marrawuddi Arts and Culture
- Undertake weekly payments to artists
- Work closely with managers regarding management of artwork stock
- Carry out stock control, hanging of artworks, ensuring sound documentation affiliated with artworks are correct and displayed
- Assist with events and activities Marrawuddi undertakes
- Maintain compliant health, hygiene and safety standards
- Availability to travel and work closely with artists on local bush trips within Kakadu National Park

SELECTION CRITERIA

- Minimum three years' experience working in an indigenous arts and culture space
- Excellent organisational, communication and customer service skills
- IT experience
- Experience working in remote indigenous communities
- Knowledge of workplace health and safety requirements and procedures

QUALIFICATIONS

Not mandatory however work experience or tertiary qualifications in Indigenous arts and culture sector would be highly regarded

- Experience in retail sales and arts administration (experience in working with SAM (Stories, Art, Money)
- Current manual drivers' licence
- Work experience in the Indigenous arts sector
- Employees must comply with all government mandated COVID health directions and be able to provide proof of compliance.

Aboriginal and Torres Strait Islander people are encouraged to apply.

Equal opportunity in Employment is GAC Policy.

Applications close Monday 31st January. Applications must address the selection criteria and nominate at least 2 referees.