

Position: Creative Development Officer

NPYWC Program: Tjanpi Desert Weavers

Employment Details: Fixed Term Contract (March – November 2021) , Full Time (38 hours)

Location: Alice Springs based with regular travel to the NPY lands

Base Salary: \$75,754.28 - \$85,709.01 per annum (negotiable based on experience) with additional benefits

Additional information: The position allows for 3 months unpaid leave from 1 December – 29 February to avoid work in the hot summer months.

What we do:

We are an Anangu-led organisation, governed by women's law, authority and culture. We deliver health, social and cultural services for all Anangu.

Our Values:

We believe in the strength of Anangu people, culture, and the collective agency of women. We are dedicated to delivering more and better choices for our communities. We are committed to Malparara way – a cross cultural practice framework specific to NPYWC that respects the contribution Anangu and non-Indigenous people, working alongside each other, bring to the organisation

We are a trauma-informed organisation and this guides our work.

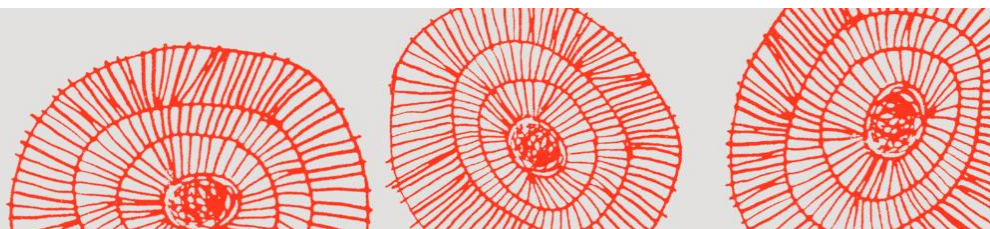
Your Team:

Tjanpi Desert Weavers (Tjanpi) was initiated by NPY Women's Council in 1995 in response to an expressed need by Anangu women for meaningful and culturally appropriate employment.

Since 1995, Tjanpi (meaning 'dry grass') has evolved into a vital and dynamic Indigenous social enterprise of NPY Women's Council and enables women on the lands to earn a regular income from selling their fibre art. More than 400 Aboriginal women artists across 350,000 square kilometres of the Central and Western Desert region of Australia come together on country to create beautiful, intricate and whimsical fibre art.

Your Role:

The Creative Development Officer is responsible for the creative development of fibre artists in the NPY lands to ensure fibre work is created for both the retail economy and the contemporary arts market and an innovative, evolving fibre arts practice maintains our position in the Australia contemporary arts landscape.



The Tjanpi team is made up of 12 staff who support this social enterprise within Alice Springs and in the communities.

Your Responsibilities:

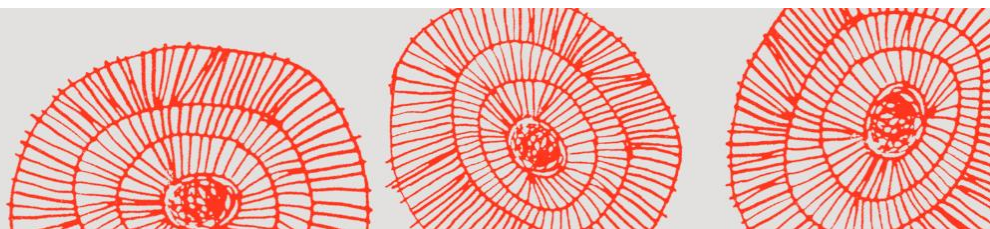
- Develop an annual program of activities across the NPY region in consultation with the Tjanpi Manager and the wider team to meet shared goals and outcomes.
- Schedule and facilitate regular creative and technical skills development workshops in communities. Write bush reports and collect statistical information and photographs on activities.
- Be mindful of the exhibition needs of the Enterprise throughout the calendar year and facilitate the creation of works for specific shows. Liaise with sales and marketing team on product lines and supply.
- Facilitate trips to Country for artists as part of the workshop program i.e. grass collecting trips, collecting of bush medicine, maintenance of inma and other cultural activities.
- Facilitate special projects, commissions and artist residencies that may take place from time to time in communities with outside artists and organisations.
- Ensure artist agreements are completed by artists as well as collect artist statements and biographical information on artists.
- Provide artists with relevant advice and feedback on their arts practice.
- Promote high quality work standards including an awareness of marketplace expectations and conservation issues. Implement best practice conservation, collecting and handling of fibre artworks.
- Negotiate product development including the introduction of new techniques and materials.
- Nurture and support new and emerging artists, increasing their skills level and artistic confidence.
- Source, order and supply art materials to fibre artists and remote outlets.
- Purchase fibre works from artists, ensuring appropriate payment and accurate recording of transactions including the secure tagging of artworks for processing at Tjanpi office.
- A complete reconciliation of bush floats following each bush trip including duplicate receipts.
- Inform artists on money story and governance matters.
- Work collaboratively with Art Centres when it is beneficial for Tjanpi to participate to ensure shared outcomes and which showcase a diverse creative arts practice.
- Be responsive to joint and group projects with Art Centres.
- Build and strengthen networks within and between communities.
- Accurately document activities for funding reports.
- Maintain and supervise use of all field equipment, Tjanpi vehicle and property.
- Supervision of Arts and Culture Assistant(s) to support your work.
- Assist Tjanpi artists to attend and participate in special events and projects including NPYWC Law and Culture Meetings, conferences and festivals.
- Support the activities of Tjanpi Corner.
- Attend NPYWC General Meetings and Annual General Meetings to supply art materials and purchase artworks.

Skills and Experience:

- Previous experience working/teaching in an arts practice environment.

Qualifications:

- Tertiary qualifications and/or demonstrated relevant experience in community enterprise



- Previous experience working in a cross-cultural environment.
 - Demonstrated time management and organisational skills including the ability to set priorities and work with limited supervision.
 - Excellent cross-cultural communication skills and proven ability to work with Aboriginal people as part of a team.
 - An understanding of vicarious trauma including self-care (Desirable).
 - A demonstrated commitment to empowerment and facilitating artistic/cultural and economic development.
 - Highly developed written and oral communication skills.
- Competence in information technology, including experience of a broad variety of word processing, database and image manipulation software.

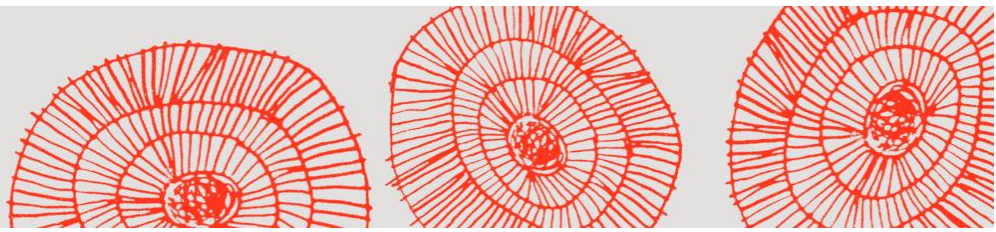
development, preferably with an arts and or Indigenous focus.

Remuneration:

- Base Salary: \$75,754.28 - \$85,709.01 (negotiable based on experience) per year
- Plus 10% Superannuation
- Generous Leave Entitlements
- Salary Packaging Benefits
- Retention Bonus

Employment Conditions:

- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.
- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Remote positions include accommodation. Usually this is stand-alone accommodation, however from time to time, based on accommodation and service delivery demands, this situation may change and staff may be required to co-share a NPYWC leased or owned property.
- Every employee is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.
- We require some remote based and travelling staff to have a current Australian driver's licence.
- We require some remote based and travelling staff to be able to operate a manual 4WD vehicle or have a willingness to undertake training.
- All employees are required to have a First Aid certificate or have a willingness to undertake First Aid training.



- All employees are required to meet the relevant State and Territory mandatory vaccination requirements.
- A good level of health and fitness that matches the requirements of the role is required. If necessary NPYWC may require an employee to undergo a pre-employment medical assessment.

We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

All information will be held in the strictest of confidence.

To find out more about this position, please contact **Michelle Young (Tjanpi Manager)** on 08 8958 2336 or visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

.....
Employee Name (Please Print)

.....
Employee Signature

.....
Date