

**Position:** Creative Development Officer

**NPYWC Program:** Tjanpi Desert Weavers

**Employment Details:** Full Time – Fixed Term until December 2025

**Location:** Based in Warakurna and Servicing the Ngaanyatjaara Lands

**Base Salary:** \$83,795.21 - \$94,806.59 per annum (negotiable based on experience)

**Benefits:** Free accommodation and services (water, internet & electricity); Generous Leave Entitlements; free access to Employee Assistance program, further salary packaging benefits and more

**Total Remuneration:** \$99,068.68- \$111,291.31 per annum (including superannuation, retention bonus, salary packaging benefits)

**Additional information:** The position requires approximately 3 months unpaid leave from December to February each year, 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.

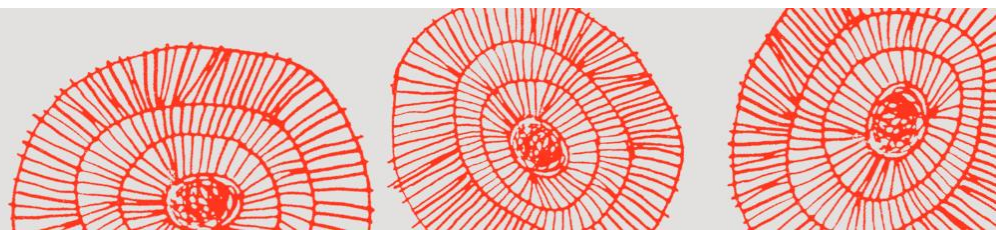
## Your Team:

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:

### Communication

- Use clear, respectful and contextually informed information to communicate with, and speak up for, artists, members and external audiences.

### Community and Interagency Relationships

- Maintain positive relationships with networks and stakeholders and work collaboratively with other organisations in formal and informal partnerships to achieve mutually agreed artist/ community outcomes.
- Form a detailed understanding of NPY communities and relevant organisations in the region and community/artist needs.
- Collect artist statements and biographical information on artists and ensure their artist agreements are completed only by them.
- Nurture and support new and emerging artists, increasing their skills level and artistic confidence, and provide artists with relevant advice and feedback on their practice.

### Governance and Compliance

- Manage own work practices to comply with relevant legislation (including WHS), accreditation, quality standards and program requirements, and report or mitigate risk as required.
- Contribute to operational plans and ensure own work outcomes are achieved and improved on where necessary.
- Maintain a complete reconciliation of bush floats following each bush trip including duplicate receipts.
- Accurately document all activities for funding reports.

### Leadership and Teamwork

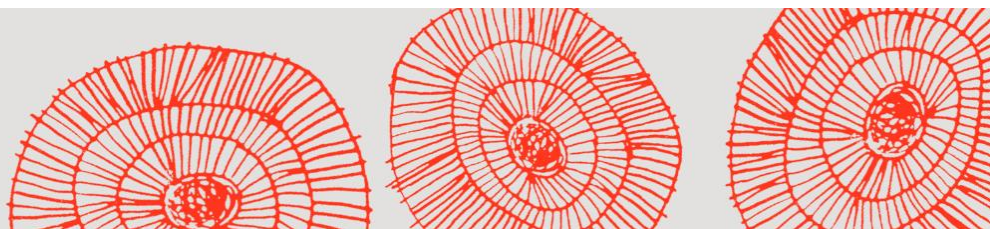
- Work closely with the Arts & Culture Assistant(s) to support them in delivering the work of Creative Development in the NG Lands. This may include, mentoring, guiding, advising and having oversight over the day-to-day responsibilities of the Assistant(s).
- Taking into consideration different opinions and world-views, generate ideas and suggestions to enhance collaboration across teams to achieve organisational objectives.
- Contribute to targets and goals linked to the organisation's strategic objectives in consultation with relevant internal stakeholders.
- Assist Tjanpi artists to attend and participate in special events and projects including NPYWC Law and Culture Meetings, conferences and festivals.

### Learning and Development

- Develop individual learning plan to reflect aspirations, organisational priorities and the capability framework.
- Engage meaningfully with the learning & development framework and support the Tjanpi Manager in meeting your professional development goals.

### Program development

- Consult with stakeholders and contribute to the ongoing development of research based organisational policies and procedures which align with organisational values and purpose.
- Contribute to project implementation plans that support program development.



- Understand role and responsibilities to fulfil work requirements and achieve program and performance targets.

#### **Resources and sustainability**

- Follow artwork purchasing guidelines and delegations policy, and assist others to keep records including the secure tagging of artworks for processing at Tjanpi office.
- Source, order and supply art materials to fibre artists and remote outlets within designated budget.
- Implement best practice conservation, collecting and handling of fibre artworks as much as possible given our work context.
- Negotiate product development including the introduction of new techniques and materials.
- Inform artists on money story and governance matters.
- Maintain and report diligently on the use of all field equipment, Tjanpi vehicle and property.

#### **Service delivery**

- 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. This requires being across the exhibition needs throughout the calendar year and facilitate the creation of works for specific shows.
- Facilitate trips to Country for artists as part of the workshop program i.e. grass collecting trips, collecting of bush medicine and maintenance of 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.
- Schedule and facilitate regular creative and technical skills development workshops in communities.
- Offer culturally safe, trauma informed options for clients, members and staff to exercise choice and control.
- Uphold artist and member confidentiality, dignity and rights, and ensures due process is met if these are compromised.
- Write bush reports and collect statistical information and photographs on activities.
- Liaise with sales and marketing team on product lines and supply.
- Support the activities of Tjanpi Corner.

#### **Work practice**

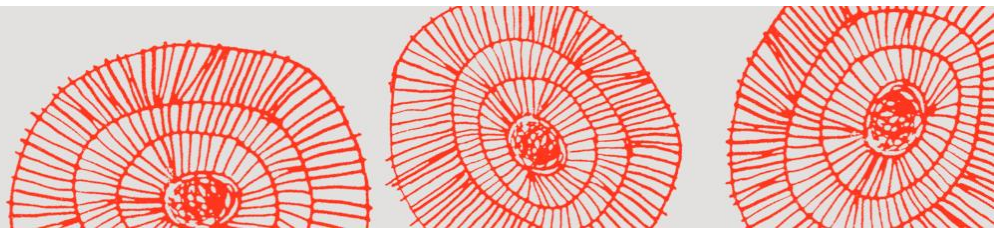
- Demonstrate professional and personal boundaries and standards, seek support to better manage these boundaries when required.
- Demonstrate understanding and application of strengths-based and reflective approaches to debriefing and your own supervision.
- Take responsibility for work outcomes and helps others to understand their roles and responsibilities
- Promote high quality work standards including an awareness of marketplace expectations and issues.
- Attend NPYWC General Meetings and Annual General Meetings.

### **Skills and Experience:**

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

### **Qualifications:**

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



- Demonstrated ability to work in isolation or in a remote setting.
- Demonstrated time management and organisational skills including the ability to set priorities and take initiative with little supervision.
- A demonstrated commitment to empowerment and facilitating artistic, cultural and economic development in a community development framework.
- Highly developed written and oral communication skills.
- Excellent cross-cultural communication skills and proven ability to work with Aboriginal people as part of a team.
- Strong aptitude-in information technology, including experience of a broad variety of word processing, database and image manipulation software.
- Experience working in a complex physical and work environment where managing professional and personal boundaries is a core component of the role.
- An understanding of vicarious trauma including managing self-care (or willingness to learn).

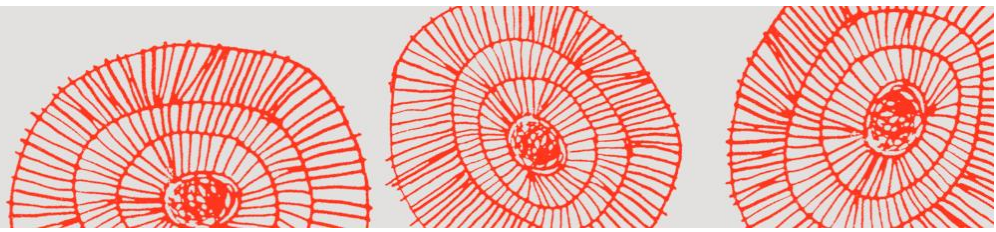
development, preferably with an arts and or Indigenous focus.

## Remuneration:

- Base Salary: \$83,795.21 - \$94,806.59 (negotiable based on experience) per year
- Total Remuneration: \$99,068.68- \$111,291.31 per annum (including superannuation, retention bonus, salary packaging benefits)
- Plus 11 % Superannuation
- Generous Leave Entitlements
- Free access to Employee Assistance program
- Salary Packaging Benefits
- Annual 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**

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Employee Name (Please Print)

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Employee Signature

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Date