

**Position:** Gallery Assistant

**NPYWC Program:** Tjanpi Desert Weavers

**Employment Details:** Fixed Term, Full-time

**Location:** Alice Springs based with occasional travel to the NPY region

**Base Salary:** \$55,860 – \$60,155 per annum (negotiable based on experience) with additional benefits

***Due to the nature of this role, applicants are required to be Aboriginal or Torres Strait Islander.***

## Our Purpose:

To support all Anangu, especially women and children, to have a good life, guided by culture and sound governance, through the collective agency of women.

## Our Values:

We are an Anangu-led organisation. We believe in the strength of our people, our culture, and the collective agency of women. We are continually guided by our values, to deliver on our purpose and ensure we deliver for and to our community, more and better choices; a good life for all Anangu.

## Your Team:

Tjanpi Desert Weavers (Tjanpi) was initiated by NPY Women's Council (NPYWC) 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 NPYWC 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.

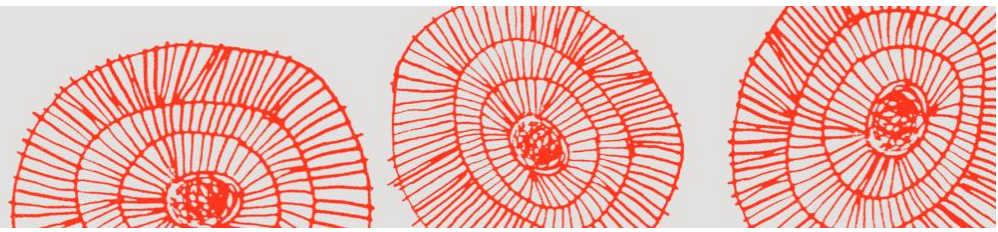
The Tjanpi team is made up of 8 staff who support this social enterprise within Alice Springs and in the communities.

The Tjanpi team conducts an annual program of artistic and professional skills development workshops held in remote communities to provide support to senior artists, to develop mid-range and emerging artists and to encourage new fibre artists. Tjanpi also actively supports the practice and transmission of inma (cultural song and dance) at these events.

In addition, Tjanpi Desert Weavers holds a number of exhibitions throughout the year in public institutions and with commercial galleries both

## Your Role:

This role will support the Sales and Marketing team in a wide range of activities including customer service, handling sales transactions, keeping a record of sales through our in-house database, keeping the gallery clean and organised and supporting the Sales and Marketing Officer.



nationally and internationally and retails its work to wholesale outlets across Australia.

## Your Responsibilities:

- Provide a friendly and professional service to customers and visitors to the Gallery.
- Answering telephone enquiries and responding to email queries from customers.
- Engaging customers by telling the story of Tjanpi Desert Weavers and encouraging the sale of artwork.
- Keeping the gallery clean, neat, and sharing the artwork in the best possible light.
- Catalogue Tjanpi Artwork, Sculptures, Baskets and Jewellery.
- Participate in stocktaking (counting and describing the goods in stock).
- Accepting payments for artworks.
- Purchasing Tjanpi sculptures, baskets and jewellery from artists when required
- Assist with photographing sculptures and baskets.
- Maintaining a good supply of stationery.
- Assist with the sale of products at fairs, festivals, bush meetings and markets.
- Assist with packaging sculptures, baskets and jewellery.
- Pack goods for customers and arranging delivery.
- Supporting the Sales and Marketing Officer.
- Maintain records and ensure they are kept up to date in accordance with the organisations policies, procedures and practices and in line with funding agreement requirements.
- Day to day duties are carried out in a timely and effective manner.

## Skills and Experience:

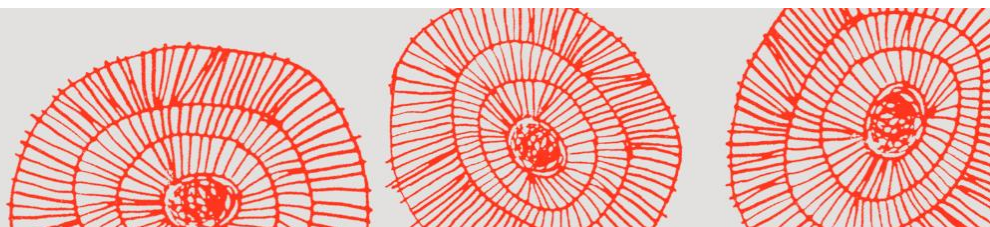
- Previous experience in a customer service or retail environment.
- Professional, helpful and courteous manner.
- Good verbal and written communication skills.
- Good numerous skills and cash handling experience.
- Attention to detail.
- Microsoft Office skills and data entry into the SAM database as required.
- Able to juggle priorities in a busy work environment.
- A self-starter that enjoys interacting with customers on a daily basis.
- Willing to work as part of a team.
- Experience or the willingness to work with people from cultural and linguistically diverse (CALD) backgrounds

## Qualifications:

- Successful completion of Year 12.

## Remuneration:

- Base Salary: \$55,860.39 – \$60,155.53 per year
- 9.5% 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 all staff to have a current Australian manual driver's licence.
- A current First Aid certificate or a willingness to undertake training.
- Experience in operating a manual 4WD vehicle or a willingness to undertake training.
- A good level of health and fitness that matches the requirements of the role. If so required by NPYWC you may be required 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 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.

### APPROVED COPY

Signed: 

Date: 12 March 2021

**PROGRAM MANAGER**

### ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

.....  
Employee Name (Please Print)

.....  
Employee Signature

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Date