

Position: Sales Assistant

NPYWC Program: Tjanpi Desert Weavers

Employment Details: Full Time, Fixed Term for 6 months

Location: Alice Springs

Base Salary: \$54,497 – \$58,688 per year (pro-rata) with additional benefits

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.

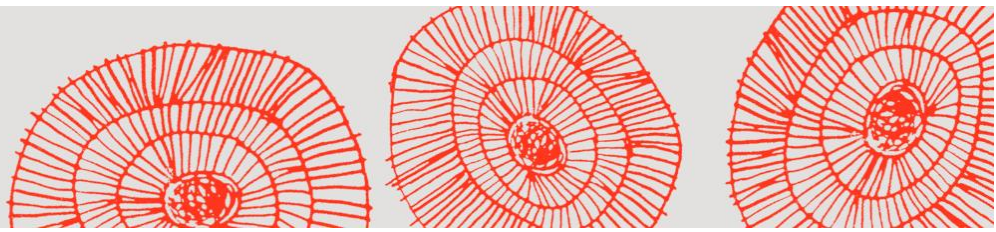
The Tjanpi team is made up of 8 staff who support this social enterprise within Alice Springs and in the communities.

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

Your Role:

Your role is to support the Sales and Marketing Officer to reach sales targets by supporting a number of activities such as photographing artworks and editing images, cataloguing artworks, packing order for distribution to customers and retail stores across Australia and assisting customers in the Gallery.



Your Responsibilities:

- Be the external face of Tjanpi Desert Weavers to customers visiting the Gallery two days a week. Encouraging sales through messaging the social enterprise and providing a professional customer service to visitors.
- Catalogue Tjanpi sculptures and baskets using Stories Artists Money (SAM) database.
- Photograph and edit images of artworks.
- Purchase sculptures and baskets from Tjanpi artists according to recommended guidelines and ensure all documentation is complete in accordance with the purchase procedures.
- Select, pack and freight website and wholesale orders as requested.
- Update and upload images on the Tjanpi website.
- Carry out filing and archiving including electronic archiving of Tjanpi photos.
- Provide sales support at fairs, festivals and markets as required and the packing and unpacking of the vehicles before and after such events.

Skills and Experience:

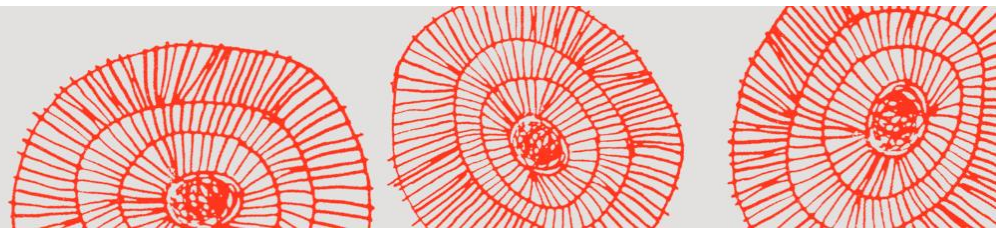
- Demonstrated experience in retail sales and or administrative work in the arts and / or craft sector or the ability to learn quickly.
- Demonstrated ability to handle money responsibly and keep accurate records of transactions.
- Working knowledge of Microsoft Office programs and a keen interest to learn a range of software programs and electronic filing and information systems.
- Self-motivated and a keen interest to learn.
- Time management and general organisational skills; attention to detail; ability to set priorities and work with minimal supervision.
- The ability to work with patience and good humour in a cross-cultural environment with Tjanpi artists from remote communities, and staff and customers from various backgrounds.
- Ability to work both independently and within a small team, and to thrive in a busy environment and juggle multiple tasks.

Desirable:

- Experience in working in a community organisation.
- Familiarity with photo editing software.
- Experience photographing artworks.
- Familiarity with Stories, Art & Money (SAM) software.

Remuneration:

- Base Salary: \$54,497.94 – \$58,688.32 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 2377 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: July, 2020

PROGRAM MANAGER

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