

Position: Gallery Assistant

NPYWC Program: Tjanpi Desert Weavers

Employment Details: Full-time, fixed term (12 months)

Location: Alice Springs based

Base Salary: \$61,280.21- \$65,992.08 p.a. (negotiable based on experience) plus superannuation

Additional Information: The Racial Discrimination Act 1975 (Cth) Section 8 Special Measures Clause, allows for preferential recruitment of ATSI applicants. NPY Women's Council does seek to apply such Special Measures within the extent of the law.

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:

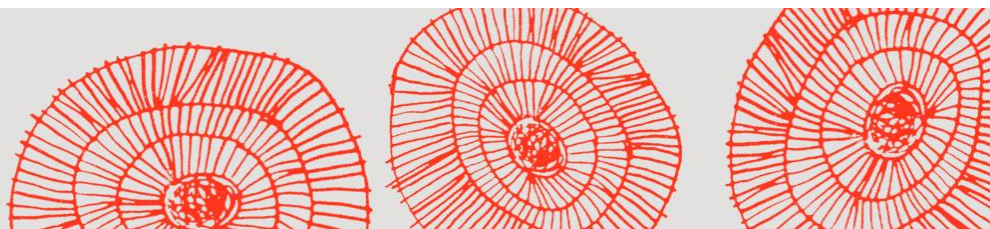
Tjanpi Desert Weavers (Tjanpi meaning grass) is the award-winning, Indigenous governed and directed social enterprise of the Ngaanyatjarra, Pitjantjatjara and Yankunytjatjara Women's Council (NPYWC).

Tjanpi empowers over 500 Anangu (Aboriginal) women, across a 350,000 sqkm area of the tri-state region of NT, SA and WA to create innovative, nationally-acclaimed fibre artwork, earn an income to look after their families and remain in their communities on Country.

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:

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 as well as keeping the gallery clean and organised.



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:

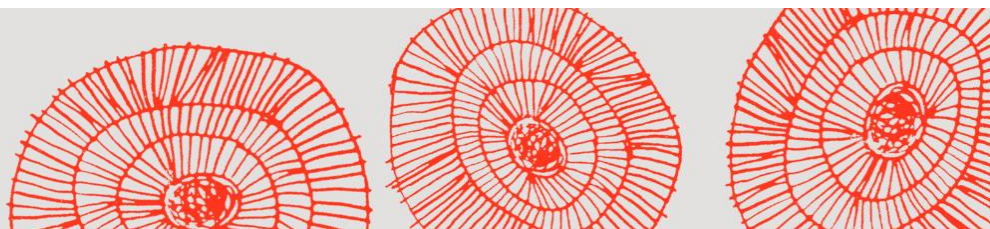
- Previous experience in a customer service or retail environment.
- Professional, helpful and courteous manner.
- Good verbal and written communication skills.
- Good numerous skills and cash handling experience.
- Attention to detail.
- Microsoft Office skills and data entry into the SAM database as required.
- Able to juggle priorities in a busy work environment.
- A self-starter that enjoys interacting with customers on a daily basis.

Qualifications:

- Successful completion of Year 12.

Remuneration:

- Base Salary: \$61,280.21- \$65,992.08 per year
- Plus 10.5% Superannuation
- Generous Leave Entitlements
- Salary Packaging Benefits
- Retention Bonus



- Willing to work as part of a team.
- Experience or the willingness to work with people from cultural and linguistically diverse (CALD) backgrounds

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.

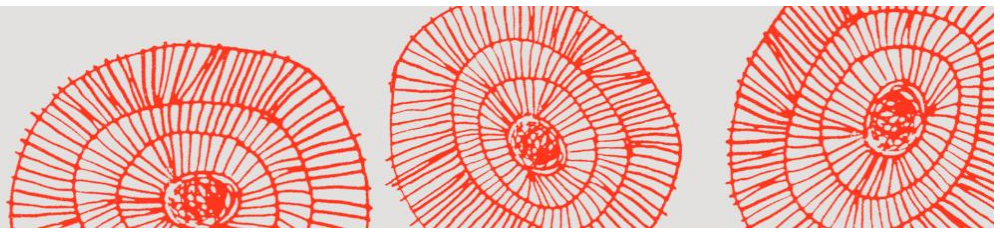
We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

All information will be held in the strictest of confidence.

To find out more about this position, please contact Michelle Young 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.



Ngaanyatjarra
Pitjantjatjara
Yankunytjatjara
Women's Council



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