



## Our Vision...

All Anangu living well in both worlds.

<b>Position:</b> Art Stock Assistant (Indigenous Identified)
<b>NPYWC Program:</b> Tjanpi Desert Weavers
<b>Employment Details:</b> Permanent part-time 2 days a week
<b>Location:</b> Based in Alice Springs
<b>Base Salary:</b> \$47,691.33 - \$51,208.17 per annum (negotiable based on experience) with additional benefits.
<b>Additional Information:</b> 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.

## 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 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 Art Stock Assistant supports the Creative Development and Sales and Marketing teams in a range of activities, including preparing and packaging artworks for orders, exhibitions and art markets, packing and storing bush gear and art materials as well as supporting other staff to maintain vehicles and equipment.



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 Responsibilities:

- Pack and unpack artwork and merchandise.
- Pack artworks and merchandise on shelves.
- Pack bush medicine and raffia into sales packs.
- Storing bush gear and equipment in the shipping container.
- Cleaning of vehicles.

## Skills and Experience:

- Demonstrated commitment to Anangu empowerment and facilitation of cultural and economic development.
- Care and attention to detail in the packing of artworks for the retail market.
- Maintaining oversight in the unpacking and storage of artworks, art materials and bush gear.
- Demonstrated time management and organisational skills, including the ability to set priorities.
- Ability to be flexible and to work cooperatively in a team and take direction.

## Qualifications:

### Essential Qualifications:

- Valid Criminal History Check.
- Valid Driver's License.
- First Aid Certificate or commitment to do First Aid training.

### Desirable:

- Experience working with Anangu

## Remuneration:

- Base Salary: \$47,691.33 - \$51,208.17 per year (Pro-Rata)
- 9.5% Superannuation
- Generous Leave Entitlements
- Salary Packaging Benefits
- Retention Bonus



## Employment Conditions:

- Work in a manner consistent with NPY Women's Council Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPY Women's Council 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 NPY Women's Council.
- 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 NPY Women's Council 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 <insert name>, <insert program> on <insert number> visit <http://www.npywc.org.au/recruitment/> for more information about the role and what it's like to work for us.

**APPROVED COPY**

Signed:

Date: 28/08/2019

**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