

Iwiri Aboriginal Corporation



IWIRI Art Centre Manager

3-4 per week (flexible) - Monday to Thursday 8am - 4pm

Casual \$38.46/hr (FTE 75,000) plus super

(Level 5 Amusement events and recreation Award)

Oversees all aspects of the Art Centre and is responsible for the business operations.

MANAGED BY: Iwiri General Manager

PRIMARY Duties/Responsibilities:

- Maintain existing and create new relationships with galleries and stockists
- Ensure quality of artwork
- Create opportunities for artists for professional development and career growth
- Maintain relationships within the industry to continue the growth and development of Iwiri Arts
- Manage pricing and documentation of artworks through SAM
- Schedule and manage the annual arts exhibition program including markets and special events
- Photograph and catalog artworks on SAM
- Maintain all artists information on SAM
- Order materials
- Maintain the website and online sales, marketing and promotions
- Access funding opportunities and prepare applications
- Pack and freight artworks

SECONDARY duties/responsibilities

- Support the studio manager in day-to-day running of the studio
- Receive and unpack deliveries of artwork supplies
- Assist with special events, such as markets, festivals and exhibitions
- Travel to events with artists as a support worker

EXPERIENCE, QUALIFICATIONS, EDUCATION AND CERTIFICATIONS

- Experience working with Anangu and have an understanding of Anangu language and culture (desirable to speak some language)
- Qualifications or extensive experience in arts management and administration
- Experience working in Aboriginal Art Centres plus a sound knowledge of the Australian arts industry/market
- Excellent knowledge of SAM (Stories, Art, Money) database
- Excellent budgeting and financial management skills

