

Vacant Position

Position Title:	Project Officer/Gallery Assistant
Location:	Alyangula & Angurugu
Employment Type:	Full time
Applications Close:	20 th June 2019

About the ALC

The Anindilyakwa Land Council (ALC) is a 'future-forward' Land Council. Directed by the 14 clans of the Groote archipelago region the ALC is enabling the Anindilyakwa people to take full advantage of the opportunities and technology available in the 21st century, while simultaneously preserving land, language and culture. The ALC functions to ascertain and express the wishes and opinions of the Anindilyakwa people as to the management of the land and sea in the Groote archipelago region, protecting the interests of the Traditional Owners, assisting in the protection of sacred sites, assist the Anindilyakwa people in traditional land claims, negotiation with persons desiring to obtain an estate or interest in the land, assist Traditional Owners in carrying out commercial activity, and supervise and provide administrative and other assistance for Land Trusts holding Indigenous land in the Groote archipelago region. The vision of the ALC is to:

- Protect, maintain and promote Anindilyakwa culture;
- Invest in the present to build a self-sufficient future;
- And, create pathways for youth to stand in both worlds.

ALC is an independent statutory authority of the Commonwealth, subject to the *Public Governance, Performance and Accountability Act 2013*, described therein as a Corporate Commonwealth Entity and is currently a portfolio agency of Prime Minister and Cabinet. For more information on the Anindilyakwa Land Council, please visit our website:

<https://www.anindilyakwa.com.au/>

About the role

The Anindilyakwa Land Council (ALC) is seeking a full-time Project Officer/Gallery Assistant (split role) to join our Arts Centre team. Reporting to the Arts Centre Coordinator, the Project Officer/Gallery Assistant will be responsible for taking an active role in the promotion of culture (including art, language and tradition), delivery of projects, and contributing to the future planning of art and cultural activities as set out below in respect to the Anindilyakwa Land Council (ALC).

Key Responsibilities

Project Officer

Assisting the day to day operational requirements of the Angurugu Art Centre, including:

- Support the delivery of the artistic program established for the Art Centre in Angurugu in collaboration with the Coordinator, Arts Development Officer and Art Centre team.
- Supporting the maintenance of cultural practice through the provision of material support and infrastructure
- Identify pathways for artists and art workers to stand strongly in both worlds by supporting traditional arts and crafts practices as well as encouraging contemporary expressions of culture.
- Support the creative and professional development activities and projects that engage and train emerging artists and community engaged cultural practitioners.
- Coordinate and support artists on *back to country* trips and collection of materials for artists.
- Develop and maintain relationships in community enabling access to Anindilyakwa Art Centre's services.
- Supervise and mentor Indigenous staff.
- Administration duties include ordering materials, assisting with payroll related tasks, recording Community Development Program (CDP) participation and other general administration as required.

Gallery Assistant

- Opening and Closing of Gallery as required.
- Customer service and processing of sales.
- Assist in merchandising and gallery display / event & exhibitions.
- Assist in the Artwork purchasing.
- Artwork quality control.
- Assist in the maintenance of all financial spreadsheets including purchasing, sales, stock and visitors.
- Stocktaking of art centre and bush med products.
- Assist filling orders for external stockists and managing consignments.
- Assist art and cultural activities at the Gallery, in conjunction with the Arts & Culture team.
- SAM entry and management.
- General Administrative duties – attend meetings, correspondence, taking phone calls, filing, processing supplies, photocopying etc.
- Undertake the responsibilities of the position adhering to:
 - Company policies and practices
 - Equal opportunity and anti-discrimination legislation and requirements
 - Workplace Health & Safety (WHS) legislation and requirements

Selection Criteria

1. Proven high level interpersonal and communication skills, including the ability to liaise, negotiate and consult with a wide range of internal and external stakeholders
2. Experience with computer programs including MS Word, Excel. Experience with operating system SAM or similar is highly regarded.
3. Highly developed time management skills and demonstrated ability to meet deadlines and to effectively manage multiple projects including the organisation of events and functions.
4. Demonstrated understanding of and experience in retail management and visual merchandising principles.
5. Demonstrated ability in community development and engaging with community members and stakeholders.
6. Experience within an Indigenous organisation or within an Indigenous context, along with practical knowledge of Aboriginal culture and society and the issues affecting Aboriginal people in the Northern Territory together with an ability to communicate effectively with Aboriginal people.
7. Understanding of and commitment to the effective implementation of Workplace Health & Safety and Equal Employment Opportunity practices.
8. Possess a current NT Driver's License or ability to obtain.
9. Ability to work Saturday's as required.



Anindilyakwa
Land
Council

Other Information

This position will be required to work out of hours on a needs basis, including some Saturday shifts.

Pre-employment screening, including an AFP criminal record check, may be undertaken on the person who is being recommended for appointment.

For more information on the package please don't hesitate to contact Human Resources on 07 4040 2074 or email your enquiry to humanresources@alcnt.com.au.

****Accommodation not provided****

How to apply

To apply for this position, please submit your resume and cover letter addressing the *Selection Criteria* to humanresources@alcnt.com.au.