Elcho Island Arts
http://www.elchoarts.com

Position Title: Manager
Organisation: Elcho Island Arts
Employer: Marthakal Homeland Resource Centre (MHRC)
Location: Galiwin’ku, Elcho Island, Northern Territory

Position Overview

Elcho Island Arts is seeking a suitably qualified and experienced Manager to oversee the operation and development of its thriving Aboriginal owned community-based visual arts enterprise.

The position is based at the Elcho Island Art Centre in Galiwin’ku, the main community on Elcho Island, which is located 550km north-east of Darwin, off the coast of north-east Arnhem Land in the Arafura Sea.

The core objective of the art centre is to support Yolngu artists to share their culture, create high quality traditional and contemporary art and derive an income from their creative endeavours.

The Manager is responsible for overseeing the many facets of the art centre’s daily operation and the ongoing success of its artistic programs and financial growth, which involve exhibitions, sales and marketing activities nationally and internationally.

The Manager reports to the CEO and Board of the art centre’s parent body, Marthakal Homeland Resource Centre (MHRC), an Aboriginal organisation that delivers a range of services to the local Yolngu population.

This is a challenging position that requires the full commitment of a highly motivated and resourceful person. Flexibility, determination, patience and strong organisational and leadership capabilities are essential qualities.

A demonstrated commitment toward empowerment of Aboriginal people, and facilitating cultural and economic development for the community are also essential.

Knowledge and experience of the Australian Aboriginal art industry and managing a successful and profitable community based visual arts enterprise in a remote community are highly desirable.
Duty Statement

The Manager of Elcho Island Arts is required to undertake and complete the following duties:

Artistic Program

- facilitate opportunities for local Yolngu artists to develop and improve their art making skills;
- support local Yolngu artists in the production of high quality traditional and contemporary Aboriginal art;
- facilitate the collection (harvesting and processing) of natural materials which artist use in the creation of new work;
- assess and purchase locally made traditional and contemporary Aboriginal art;
- develop and deliver an annual program of exhibitions (nationally and internationally) which promote Elcho Island Arts and its artists and maximise opportunities for the sale of their work;
- work with artists to create art which can be entered into major art awards and presented at industry events and art fairs;
- seek out and manage special arts projects which create new opportunities for artists and open up new markets for their creative pursuits.

Sales and Marketing

- operate two gallery spaces at the art centre to maximise the exhibition and sale of locally made Aboriginal art;
- develop and maintain relationships, and manage consignment agreements and contracts with commercial galleries to enhance the long term sustainability of Elcho Island Arts and the artists it represents;
- develop and maintain relationships with public galleries and institutions as well as art dealers, collectors and private customers to maximise sales opportunities;
- develop and implement new marketing campaigns which promote Elcho Island Arts and its artists (campaigns should include advertising as well as print and web-based media);
- further develop the domestic, national and international export markets for locally produced artwork;
- develop and implement new branding for Elcho Island Arts.

Artist Management and Support

- support artists to share their cultural knowledge through the creation of high quality traditional art and derive an income from their creative endeavours;
- seek out opportunities for artists to promote their work through exhibitions, awards, art fairs and other presentation mediums (eg. public speaking, media interviews, in publications)
- manage commissions, royalties and any other special contract and payments on behalf of art centre member artists;
- when invited, visit artists in their homes and on their homelands to better understand and support the creation of their work;
- support artists living and working on homelands with the provision of quality tools, equipment and materials for the creation of artwork.
- assist artists to translate and document traditional cultural knowledge and practices;
- foster an active Yolngu artist’s network to play a leading role in the development and direction of artist projects.

Facility Management

- oversee the day-to-day operation of a safe, busy, financially successful and professionally run community based art centre with two on-site galleries and artist studio;
- provide supervised, equipped and stocked working spaces for artists to create a range of art forms;
- manage capital works upgrades to the art centre that will create more and improved working spaces for artists and improved visitor experiences;
- ensure the art centre is maintained as a healthy workplace by overseeing regular cleaning, building securing, repairs, upgrades and maintenance.

Administration

- ensure the smooth and professional operation of all art centre business systems and administration procedures including reception, correspondence and filing, documentation and information technology;
- oversee the maintenance of the art centre’s catalogue of artists and artworks, ensuring artist biographies and artwork stories are photographed and documented;
- ensure the maintenance and responsible use of the art centre vehicle and other equipment;
- ensure regular monitoring and purchasing of stock, equipment and supplies;
- ensure delivery of a professional on-site pack and freight service for artwork sold by the art centre.

Financial Management

- ensure sound management and record keeping of all facets of art centre finances including income and expenditure and artist payments;
- manage all art centre funding applications, grant reporting conditions and acquittals and maintain good relationships with funding bodies;
- set and meet annual sales targets and seek out new sources of income through sales and grants;
- manage project budgets and liaise with the Marthakal Homeland Resource Centre Finance Department;
- report financial activity to the CEO and Board of Marthakal Homeland Resource Centre.

Employment and Training

- recruit, train and supervise Yolngu staff to operate the art centre and deliver its range of services;
- manage the art centre team which includes an Administration Coordinator, Arts Development Officer, Artist Liaison Officer and Art Services Coordinator;
- ensure art centre is a positive, supportive working environment for staff and artists;
- seek out and coordinate art skills training activities in response to artist priorities, needs and interests.

Visitors and Cultural Tourism

- ensure art centre galleries are functional, well presented and promote the work of the artists to maximize sales;
- ensure the coordination of art centre activities during visits from groups including cruise ships, charter flights, special interest groups, local visitors and customers and liaise with artists on artist lead culture tours and activities;
- assist visitors with local accommodation, transport and cultural information queries.

Organisation Profile

Elcho Island

Elcho Island, located in the Arafura Sea off the coast of North-East Arnhem Land, is a place unlike any other on earth. Blessed with a rugged, yet beautiful tropical landscape - stunning beaches, aqua seas, cycad forests, unique wildlife and rare rock formation, it is home to 2500 (approx) Yolngu people and their rich and beguiling culture.

Approximately 550km north-east of Darwin, the Island is approximately 55 km long and 6 km across at its widest point. It is bounded on the western side by the Arafura Sea and on the east by the Cadell Strait. Elcho Island is a short distance away from the mainland and Howard Island.

Galiwin’ku, located near the island’s southern tip, is the main community on the island. It is the largest Aboriginal community in northeast Arnhem Land, the second largest Aboriginal community (in terms of concentrated
population) in the Northern Territory, and ranks eleventh in population of the 69 local government bodies in the Territory. Its population is estimated at around 2,500 people.

There are a large number of tribal groups or clans, with up to 22 different dialects being used in the community. The people of Galiwin’ku retain their culture by adhering to strict traditions, and through education, embrace the wider Australian community. Cultural life on Elcho is very strong. Traditional ceremonies are performed regularly and art is made as an expression of clan identity and spiritual beliefs.

The population of Galiwin’ku varies during the seasons, with many homeland residents migrating to the community during the wet season due to inaccessibility. The community also serves more than 20 homelands. Forty-eight per cent of the population is under 20 years of age, with 7% over 50.

Galiwin’ku is a traditional Aboriginal community with restricted access; permission to visit is required by law and can be made through the Northern Land Council. Total alcohol restrictions apply.

The settlement was originally established as a Methodist mission in 1942, with the arrival of Harold Shepherdson, a lay associate of the Methodist Overseas Mission from Milingimbi. It remained under Church direction until 1974 when it became self-managed.

Eighteen connected clan groups within the Elcho Island locale have close cultural ties with mainland Arnhem Land clans and language groups. The most commonly spoken languages are Djambarrpuyngu and Gupapuyngu (both Yolngu Matha languages). However, there are at least twelve more languages in use in the region.

Elcho Island is known worldwide for its many cultural exports. Famous artists who call Elcho Island home include ARIA award-winning musician Geoffrey Gurrumul Yunupingu, the Chooky Dancers and hundreds of visual artists who create traditional and contemporary Aboriginal art that is exhibited, sold and held in major collections nationally and internationally.

*Elcho Island Arts*

Elcho Island Arts has been in operation since 1992. Its primary function is to support Yolngu artists to share their culture and derive an income from their creative endeavours. This is achieved through the collection, promotion and distribution of authentic traditional and contemporary Aboriginal art and craft to a range of markets across Australia and overseas.

Elcho Island Arts operates out of the Marthakal Arts Hub in Galiwin’ku, the main community on Elcho Island. The arts hub is situated on Eagle’s Bluff offering panoramic views of Mission Beach and the surrounding Islands. The art centre has two galleries, a retail outlet, an artist’s workshop and offices. It is open Monday to Friday and by appointment on weekends.

The arts hub is operated under the auspices of Marthakal Homeland Resource Centre (MHRC). MHRC is a not-for-profit organisation funded by various Federal and Territory Government Departments to deliver a range of services to the Marthakal Homeland Region (which takes in Elcho Island and its neighbouring homelands).

Through its 18 year history Elcho Island Arts has earned a strong reputation for the quality of work produced by its artists who maintain strong links to clan totems, pride themselves on originality of design and utilise traditional bush materials and natural earth pigments and fibres.

More recently Elcho Island Arts has enjoyed a resurgence of interest in the artists it works with and the art work they produce. In the past two years the art centre has staged major group and solo exhibitions at commercial and public galleries across Australia, has entered artists in major art awards and presented artists and their works at industry events and art fairs.

While successful senior or established artists from Elcho Island have continued to enjoy fame and strong sales, a host of new or emerging artist have also been enjoying the spotlight. In the past 12 months more than 20
emerging artists have been exhibited for the first time on the national visual arts centre, creating a new wave of artists to represent Elcho Island Arts into the future.

The art centre and its artists have attracted high profile national media coverage over the past 2 years and work by a range of artists has been acquired for the permanent collections of major public institutions including the National Gallery of Australia, the National Gallery of Victoria, the Art Gallery of New South Wales.

Art styles produced by Elcho artists include:

- Ceremony Poles (including Morning Star Poles or Banumbirr and Trees of Knowledge)
- Spirit carvings and sculptures
- Fibre art such as baskets, bags and mats
- Limited edition prints and other works on paper
- Painting (on bark and canvas)
- Jewellery
- Textiles

In addition to producing high quality traditional art, the artists on Elcho Island have earned a reputation for being at the forefront of contemporary arts practice and for innovations in art styles.

Over the past 18 years Elcho Island Arts has worked with more than 350 Yolngu artists to create, exhibit and sell authentic Aboriginal art locally, nationally and internationally. Today, more than 150 artists from Galiwin’ku and surrounding Marthakal Homelands are actively engaged in the production of high quality traditional and contemporary art which they sell directly to Elcho Island Arts for exhibition and sale.

Artists working with Elcho Island Art are a very diverse group made up of men and women, senior established artists and younger emerging artists, from more than 12 clan groups on and around the Island.

Currently some of the most successful, collected and exhibited are Gali Yalkariwuy Gurruwiwi, Mavis Warrngilna Ganambarr, Jeremiah Bonson, Henry Nupurra, Peter Datjing, Judy Manany Gurruwiwi, Tommy Minburra, Margaret Gudumurruwuy, Richard Gandhuwuy, Rosemary Mumuniny, David Djarrka, Wendy Galanini, Joe Manyguluma, Roslyn Malngumba, Sandy Pascoe and Phyllis Batumbil.

**Marthakal Homeland Resource Centre**

Marthakal Homeland Resource Centre (MHRC), is an Aboriginal organisation that delivers a range of services to the Yolngu population centered around Elcho Island and its surrounding homelands (outstations). It is governed by an Aboriginal executive, known as the Mala Executive, which employs a CEO and staff to oversee the day-to-day operation of the organization.

MHRC is responsible for the provision of services and the economic and social development of over twenty homelands (outstations) spread across an area of more than 1500 square kilometres in north-east Arnhem Land. This area is collectively known as the Marthakal Homelands.

MHRC is a not-for-profit organisation funded by various Federal and Territory Government Departments to deliver a range of services to the Marthakal Homeland Region (which takes in Elcho Island and its neighbouring homelands).

Services delivered by MHRC include health, housing, aged care, municipal services, infrastructure, natural resource management, community development and employment, transport, emergency services, economic development and overseeing the operation of Elcho Island Arts.

**Conditions and Benefits**

**Salary:** $70,000 per annum.

**Annual Leave:** 6 weeks annual leave.
Travel Allowance: Up to $3000 for each 12 months (by reimbursement).

FOIL: 1 x week leave each 6 months with travel costs reimbursed up to $1700 subject to performance review.

RDOs: 1 x RDO each month.

Superannuation: 9% of base salary to nominated fund.

Accommodation: Subsidised rental of two bedroom house (partially furnished).

Relocation: Airfare to Galiwin’ku for commencement of contract and up to $3000 for transport of personal effects.

Repatriation: Airfares to nominated home at completion of contract and up to $3000 for transport of personal effects.

Vehicle: Use of Art Centre vehicle for business and private transport.

Criminal History: Applicants must supply evidence of a recent Australian Federal Police criminal history check. For further information contact your local police station.

Start Date: November 2010.

Contract Terms: This is initially a 12 month contract with employment offered on a probationary basis for three months.

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**Applications**

All applicants must:

- A statement addressing the selection criteria
- Submit an update Curriculum Vitae
- Provide contact details for at least three employment related referees
- Have the results of a recent criminal history check available before an interview is offered.

Applications to be submitted via email to: trans@transremote.com.au by close of business on **Monday, 22 November 2010**.

For further information contact Luke Debuell on 0419 599 617.
Selection Criteria

Position: Manager, Elcho Island Arts

Employer: Marthakal Homeland Resource Centre

Essential

1. Well developed small business management capabilities including sales and marketing, financial administration and efficient office procedures.
2. Demonstrated organisational skills including flexibility, ability to multitask, achieve organisational outcomes, and expertise in planning and project management.
3. Proven ability to develop effective working relationships with members, employees, stakeholders and client, high level of interpersonal and cross-cultural communication skills.
4. Proven capacity in a leadership, management and/or mentor role. An aptitude to work both independently and as a team member.
5. The ability to cope in a demanding physical environment and to live and work in a remote area.

Desirable

1. An understanding of working with and reporting to Indigenous people and communities, and an ability to work in a cross-cultural context. Experience in community development and/or experience in working with Indigenous groups and individuals.
2. An understanding of the importance of the maintenance of traditional language and ceremonial activities. Knowledge of traditional Indigenous culture and protocols.
3. Experience living and working in remote Indigenous communities.
4. Demonstrated experience in the delivery of Indigenous or non-Indigenous arts and craft or community arts projects. Knowledge of and/or experience in the Indigenous arts and craft industry of Australia.
5. Relevant qualifications in arts, arts administration or a related discipline.
6. Digital photography and photo editing skills.
7. Demonstrated financial literacy and basic bookkeeping skills

Mandatory

1. Current driver’s licence and the ability to undertake independent, safe travel in remote areas.
2. Demonstrated computer literacy; competence in using Microsoft Office, Outlook Express, basic spreadsheet skills, the ability to learn and use new software programs (in particular art centre databases).