



Warlayirti Artists Aboriginal Corporation

Position: Art Centre Manager - fulltime

Start date: hand-over period until June 2025, 12-month contract from July 2025

Supervision: studio tech, arts & cultural workers, volunteers

Reporting to: Warlayirti board of directors & Elder advisory body

Salary: \$85 000 - \$95 000 pro rate, plus package

Location: Wirrimanu (Balgo), Western Australia, travel to Kutjungka communities & industry events

Background

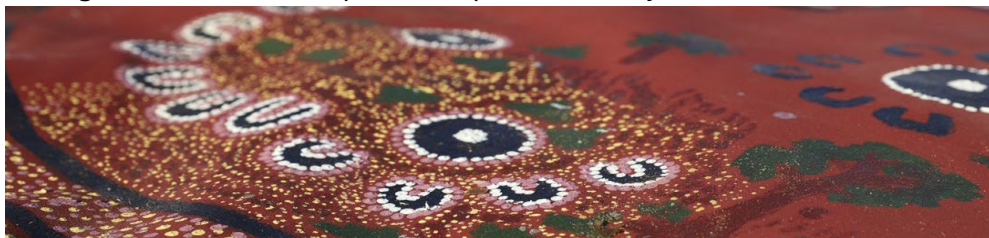
Warlayirti Artists (est 1987), is an 100% Aboriginal-owned corporation located in Wirrimanu (Balgo community), within the **Kutjungka [together, as one]** region of the south-east Kimberley, on the edge of the Great Sandy and Tanami deserts (Western Australia). Warlayirti is a holistic artistic enterprise that prioritises the mental and spiritual health of artists and families through **daily arts practice & cultural development**. While also providing essential economic benefits through the sale of high-quality art & objects and providing local employment opportunities.

The Kutjungka region is made up of eight language groups: **Kukatja, Walmajarri, Jaru, Wangkajunga, Pintupi, Warlpiri, Ngardi and Manyjilyjarra** in which Warlayirti represents over 200 artists from the regional communities of Wirrimanu / Balgo, Mulan, Kururrungku / Billiluna and Kundat Djaru / Ringer Soak.

For over 35 years **'Balgo Art'** has established a place of significance within the national and international art markets, with past & contemporary artists represented in major public and private collections across the globe. Warlayirti has maintained its place as a leading Aboriginal art centre, cementing a reputation for bold artistic & cultural expression, deeply rooted in cultural knowledge & traditions.

The **Warlayirti Culture Centre** (est 2000), houses our **Keeping Place** collection, a significant archive of art-historical and cultural knowledge of the Kutjungka region. In recent years programs such as **Ngurra Kutjuwarra (On Country Together)** and the **Two-Way Cultural Learning**, has engaged the local school, ranger groups and community service providers to invest in Cultural strengths and community development. These programs aim to revitalise cultural practices, foster the intergenerational transfer of knowledge which intern strengthens the artistic future of Warlayirti Artists and the Kutjungka communities.

Warlayirti is governed by a Kutjungka board of directors, made up of cultural leaders and an Elder advisory body. Our ethics are centred on working **tjungarni (right-way)** and with **ngaparrku-ngaparrku (reciprocity, two-way relationships)**. The recent development of our in-language [Kukatja] next-generation strategic vision: **Yiwarra Kutju, Tjukurrpa Laltu [One Path, Many Dreamings] Strategic Plan 2023 -2026**, provides a clear path for new management to work in partnership with Warlayirti directors, Elders & broader Kutjungka communities.



Position Overview: Art Centre Manager

The Art Centre Manager is a dynamic and multifaceted role responsible for overseeing the operational, cultural, and creative activities at the Warlayirti Art and Culture Centre. This position combines administration, studio coordination, and community development, ensuring the effective operation of the centre while fostering the growth of artists and promoting programs which foster community & cultural engagement. The Manager will work side-by-side with directors & members, artists, Elders, and community stakeholders to deliver inclusive and culturally safe arts programs that meet community aspirations.

The Manager oversees the daily operations of the art business, including financial management, governance, and administration. Responsibilities include the development and delivery of high-quality arts workshops and cultural programs, creating social, creative, and commercial opportunities for community members across the Kutjungka communities.

This fulltime role is based on the community of Wirrimanu (Balgo), with regular travel required between the Kutjungka communities as well as regional and national travel for industry events. The Manager will also supervise studio & cultural centre staff and provide mentorship and support to local Aboriginal arts workers.



Art Centre Manager: duties & responsibilities

General Management

- Oversee all aspects of Warlayirti Art & Culture Centre, including arts and artist support, administration, staff management, financial management, marketing, funding, and cultural development.
- Support and mentor artists & cultural leaders in their aspirations for artistic career cultural maintenance and community development.
- Report to and collaborate with the Board of Directors, supervising studio staff, arts & culture workers, and volunteers.

Financial Management and Administration

- Maintain administrative procedures for daily operations, including correspondence, documentation, stock control, sales, and reporting.
- Manage financial activities, including banking, payroll, and reporting to the Board. Coordinate with bookkeeper & accountant.
- Prepare grant funding submissions and acquit funding in consultation with the Board.
- Ensure equipment, vehicles, and facilities meet OH&S standards.
- Manage office duties and assist with planning exhibitions, sales events, and funding applications.
- Maintain accurate records of membership and artwork cataloguing.

Sales, Marketing, and Public Relations

- Develop and implement pricing, marketing, and sales strategies for the approval of the Board.
- Cultivate & maintain relationships with art industry professionals, galleries, and institutions.
- Organize exhibition & event programs that ensure the promotion of high-quality artworks through various national & international, commercial & institutional outlets.
- Maintain retail operations, customer liaison, and the display of artworks.
- Assist with promotional material and marketing the Warlayirti locally, online, nationally, and internationally.

Artistic and Professional Development

- Manage and maintain the artist studio and supplies.
- Facilitate the production of artworks and provide feedback to artists.
- Organize professional development opportunities for artists and staff.
- Document completed artworks and biographical details using SAM software.
- Coordinate cultural and bush trips for both artistic production and cultural practices.
- Respect and maintain Indigenous language, culture, and traditions.

Strategic and Operational Management

- Participate in strategic planning with the Board, staff, and artists to align with Warlayirti strategic vision.
- Ensure the delivery of programs and activities in line with the strategic plan and funding requirements.
- Foster Aboriginal employment and support staff training and mentorship.
- Maintain good governance practices and assist the Board with compliance obligations.
- Develop and review policies in consultation with the Board.

Community Engagement and Cultural Development

- Collaborate with Elders and community members to promote intergenerational cultural exchange and preserve cultural knowledge.
- Supervise the Keeping Place archive and manage cultural knowledge documentation.
- Provide professional development and training to Cultural Workers and Leaders.
- Organize cultural and community events to enhance cultural learning and engagement.

General Operational Support

- Assist with gallery setup, art display, packing, freight, and visitor tours.
- Report regularly to the Board on operational and cultural activities.
- Provide ongoing mentorship & support artists & staff across the Kutjunga region.
- Ensure compliance with workplace health and safety standards.
- Participate in ongoing professional development and stay informed about trends in arts, culture, and community development.

Remuneration

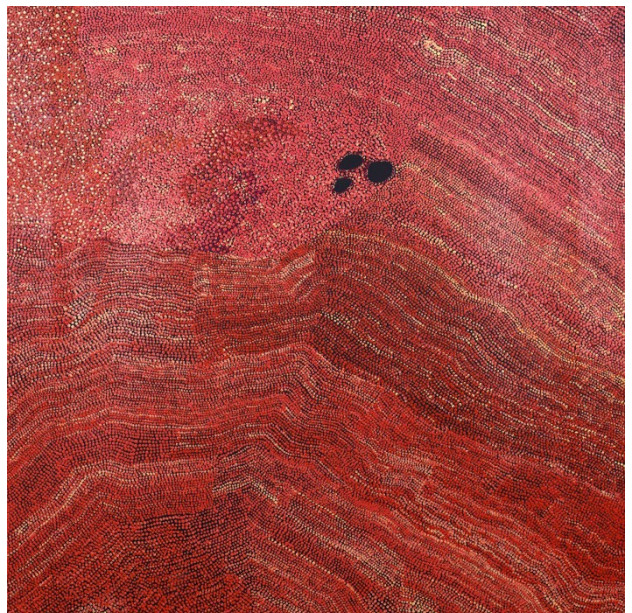
- The base salary is \$85,000 - \$95,000 pro-rata (depending on experience) plus superannuation
- Extensive handover period from beginning of 2025 before contract start
- 12-month contract (renewable) from July 2025 will be offered to the successful applicant, inclusive of Wet Season shutdown period

Salary Package includes:

- Fully furnished accommodation, utilities & IT provided
- 4x4 vehicle with limited personal use
- Travel subsidies and relocation allowance will be offered to the successful applicant
- Salary sacrifice & other competitive allowances available.

Annual Leave

- 4-week paid leave + 10 days remote leave allowance with 17.5% leave loading
- TOIL & other leave entitlements



Selection Criteria

Essential:

- Demonstrated understanding and respect for Aboriginal cultures, ability to work in a cross-cultural environment and live in an isolated/remote area.
- A qualification and/or experience in Arts Administration/Business, Museum/Gallery studies, creative industries, community development or related fields.
- Strong organizational skills, with experience in coordinating and delivering multiple projects under strict deadlines & budgets.
- Experience in managing staff, with the ability to work independently in a remote, isolated environment. Including juggling competing responsibilities/deadlines, supervision and delegation of tasks.
- Proven ability to critically assess artworks.
- Proficiency in using Microsoft Office, Adobe Suite, and other relevant digital technologies, including digital SLR photography and Adobe Lightroom/Photoshop.
- Ability to sustain physical & mental complexities of the position, including self-care & strong boundaries.
- Current manual driver's license with experience in remote area travel, and the ability to travel extensively in support of Warlayirti Artists' activities.
- Valid Police clearance check and Working with Children Check.

Highly Desirable:

- Knowledge and experience in the Aboriginal Arts Industry or the broader contemporary Australian arts industry.
- Experience working in remote Aboriginal art centres or within Aboriginal communities/organisations.
- Successful application & acquittal of large government / NGO grants.
- Understanding of copyright and ICIP issues.
- Previous experience in a leadership or supervisory position.
- Ability to speak Kukatja or a similar Western Desert language.
- Experience in sales, marketing, and/or tourism, hospitality.

APPLICATION PROCESS

Please send ONE PDF document which includes the following:

- Cover letter (half page)
- A current CV
- Concise answers to address the Selection Criteria in the Position Description
- Names and current contact details of 3 recent work-related Referees

Please email your application to **Warlayirti Artists board of directors**: director@balgoart.org.au

We will access & interview candidates as the applications are received, if you are interested in the role & believe you have the right skills please apply as soon as possible!

Yiwarra Kutju, Tjukurrpa Laltu [*One Path, Many Dreamings*] Strategic Plan 2023 -2026

Warlayirti's strategic plan is grounded in the cultural strength of the Kutjungka people's connection to country, culture, and lore, emphasizing the importance of working **tjungarni** (the right way). The strategic vision aligns management responsibilities & deliverables with Kutjungka people's worldview and aspirations.

The plan has three key pillars:

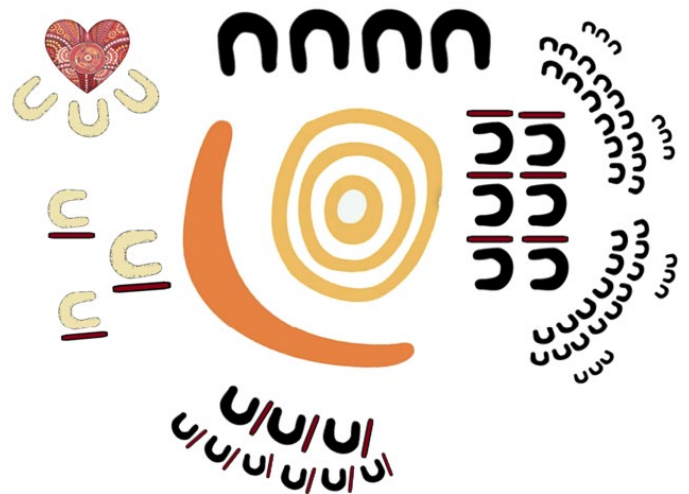
1. **Foundational (Tjukurrpa Walytjaku):** Promoting engagement with country and cultural learning, and fostering respectful, reciprocal relationships between staff and the community.
2. **Financial (Wanku Mankuraku):** Supporting high-quality art creation, enhancing Warlayirti's national & international reputation, and securing sustainable funding.
3. **Sustainable (Wulukarra Marrka Nyinaranku):** Ensuring long-term viability with secure funding, infrastructure, and a thriving, empowered community.

The strategic plan prioritizes cultural preservation, community empowerment, and the long-term sustainability of Warlayirti as a driving force in the Kutjungka region's artistic, cultural, and social development.

Corporate Values

Warlayirti is guided by core values that shape its culture and the way it works:

- **Kinti Kinti (side-by-side)** – Indigenous and non-Indigenous staff, Committee members, and artists work together to achieve common goals.
- **Purrka Purrka (slowly, slowly)** – Success is achieved step-by-step, allowing for careful management of risks and ensuring sustainability.
- **Marrka Wangka (strong talk)** – Transparent communication and accessible information allow the Committee to make informed decisions.



Cultural Values

Warlayirti's work is rooted in cultural values that focus on strengthening connection to Country, language, and community, including:

- **Kalyu (People need to know and visit their waterholes)** – Promoting participation in cultural activities and storytelling connected to land.
- **Wangka (All generations need to speak old people's language & English strongly)** – Ensuring language preservation through storytelling and painting.
- **Ngurrara (People need to know their country)** – Encouraging participation in bush trips & on-country camps.
- **Kanyirninpa (People need to be held by each other and by the Country)** – Fostering intergenerational participation and reinforcing elder authority.
- **Puntu walytja (Family, belonging, connectedness)** – Strengthening connections between community members and promoting engagement with other arts & cultural organisations.
- **Yiwarra-lampatju kurrurnpa palyaku wulu? (Sustainability & longevity)** – Encouraging skill development, tourism, and reciprocal training opportunities.