

# Position Description

## CERAMICS MANAGER – ERNABELLA ARTS



### Location

Pukatja / Ernabella community on the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands in the far north-west of South Australia.

### Employment Type

Full-time, 12-month contract (renewable)

### Salary and Benefits

- **Salary:** \$65,000 - \$75,000 per annum (pro-rata)
- **Superannuation:** In accordance with industry standards
- **Salary Sacrifice:** Available
- **Onsite Accommodation:** Provided
- **Time off in Lieu:** Provided
- **Relocation assistance package:** Provided
- **Travel Allowances:** For exhibitions and industry events
- **Fringe Benefits:** Bills and rates covered
- **Professional Development:** Opportunities available

### About the Organisation

Established in 1948, Ernabella Arts is Australia's oldest, continuously running Indigenous art centre.

The art centre participates in a comprehensive and vigorous visual art program each year.

Ernabella Arts promotes and supports ethical practice in the creation and sale of Indigenous art. The centre is an Indigenous owned and run corporation and is a member of the Indigenous Art Code.

*Ernabella Arts is a place where many women elders and men elders, young women and young men practice and develop our art, in order to sustain, support and promote their cultural heritage, and to improve the lifestyle of their community's members.*

## About the Role

The **Ceramics Manager** plays a vital role in supporting the creative and professional development of artists. You will:

- **Manage** the ceramics studio including work-flow and arts and artist support
- **Create** wheel thrown and hand-built coil ceramic forms
- **Glaze and fire** ceramic vessels
- Support **training and professional development** for artworkers and artists
- **Facilitate** the creation of ceramic art works for exhibitions and projects
- **Travel** regionally and nationally to support artists and attend events

This position is based in Pukatja / Ernabella community on the APY Lands in SA.

## Key Responsibilities

### Artistic and Professional Development

- Build strong relationships with artists to support their professional development
- Maintain a safe and organised studio space
- Manage pottery supplies and materials ensuring availability
- Facilitate the production of ceramic artworks
- Support the development of quality art production
- Assist in the creation of hand built and thrown ceramic forms
- Fire and glaze ceramic works for sale and exhibition
- Deliver training and professional development to artists in ceramics production
- Catalogue and document completed artworks, using SAM software, and document artists' biographical details
- Respect and encourage maintenance of Indigenous language, culture and tradition
- Protect and respect indigenous cultural rights and observe any applicable protocols.

### Marketing and Administration

- Maintain equipment (including kilns and pottery wheels), vehicles, buildings and facilities in line with OH&S standards
- Economic management of materials
- Organise packaging and freight of artworks
- Maintain supply of stock to partner retail outlets

### Strategic, Operational and Governance

- Adhere to the projects and programs schedule of the art centre
- Encourage, support, train and mentor Indigenous staff
- Supervise arts workers and volunteers
- Recognise and respect existing traditional law and leadership frameworks and how they impact the governance of the art centre

- Maintain a cooperative, flexible and harmonious relationship with art centre members and staff, the community, the Council, other local service providers and external organisations and stakeholders.

### **Selection Criteria**

- Tertiary qualifications or equivalent work experience in an arts or related industry.
- Strong and demonstrable technical experience in ceramics (stoneware) which includes wheel throwing, hand building, glazing, use of a pugmill and electric kiln firings.
- A high level of organisational skills and ability to efficiently run a ceramic studio.
- Diverse communication skills and capacity to work in a cross-cultural environment.
- Manual driver's licence and ability to travel
- Capacity to live and work in a remote location, on a dry community (alcohol is prohibited for everyone living in Ernabella) and legally able to work in Australia.
- A positive outlook and a high degree of emotional and psychological strength and resilience.
- Current police check or willingness to obtain one

### **Highly Desirable**

- Experience working with First Nations people
- Experience driving a 4WD in a remote context
- Own 4wd or all-wheel drive vehicle
- Proficient IT and administrative skills
- Photography skills

### **Reporting Relationships**

- Reports to: Arts Centre Manager
- Supervises: Arts Workers, interns and volunteers

### **Work conditions and requirements**

- Standard working hours apply, but flexibility is required for travel, exhibitions, and events.
- Accommodation is provided for the duration of employment.

### **Professional Development Opportunities**

- Professional development is encouraged, staff training is provided and attendance at seminars/conferences is supported.
- Access to 4WD training
- Access to First Aid Training
- Access to cultural, language and trauma training

- Attendance at art markets, workshops, residencies and exhibitions across Australia
- On-the-job mentoring and training from visiting professionals

## **Code of Conduct and Cultural Protocols**

- Compliance with Ernabella Art's Code of Conduct and community cultural protocols.
- Respect for Indigenous governance structures and decision-making processes.

## **Application Process**

Applicants must submit:

1. **Cover letter** summarising suitability for the role.
2. **CV** detailing relevant experience.
3. **Responses to selection criteria.**
4. **Contact details of two referees** (with permission to be contacted)

## **Application Deadline**

11:59pm Sunday 6<sup>th</sup> April 2025

## **How to Apply and Enquiries**

Please send your application (or any queries) via email to [ceramics@ernabellaarts.com.au](mailto:ceramics@ernabellaarts.com.au)

## **Interview Process**

All interview questions will relate to the selection criteria. Please read this Position Description and selection criteria to prepare for the interview.

## **Recruitment, Selection and Appointment Standards**

As an equal opportunity employer, it is the Art Centre's intention to appoint the most suitable person to a vacant position. To achieve this the Art Centre's recruitment, selection and appointment process is based on the following standards:

- To advertise the job as widely as possible
- The applicant's skills, knowledge and abilities are relevant to the job, are fairly assessed.
- Selection methods and their application are free from bias, patronage and nepotism.
- Appropriate confidentiality is observed.

Outcome: The Best Available People Appointed.