# JOB DESCRIPTION

Job Title: Business Manager

Reporting to: Chief Operating Officer, Gundjeihmi Aboriginal Corporation

Primary Objectives: Manage the operations of Marrawuddi Arts & Culture as an outstanding arts and cultural facility within the West Arnhem and Kakadu region.

Contract: Permanent

Location: Jabiru, NT

Remuneration: Up to $95,000 package, dependent on skills and experience. 6 weeks annual leave, 10 personal leave days per annum, 15% superannuation, 9 day fortnight, heavily subsidised furnished accommodation, access to salary sacrifice packaging and employee assistance programme.

**BACKGROUND**

The Gundjeihmi Aboriginal Corporation (GAC) works and operates in the beautiful surrounds of World Heritage listed Kakadu National Park. The GAC was formed by the local traditional custodians, the Mirarr people, to address the cultural, social and economic future of their people, their land and their region. Marrawuddi Arts and Culture is a successful art centre providing services to all Indigenous people in and around Kakadu National Park, and Arnhem Land.

In October 2020, Marrawuddi became the first business to establish a new location (the ‘old Jabiru Bakery’), as part of the post-mining transition of the town, Jabiru. The Commonwealth, Northern Territory Government and the mining company, Energy Resources of Australia signed a Memorandum of Understanding with Gundjeihmi in August 2019 securing an innovative and exciting Mirarr Vision and Masterplan for Jabiru. Marrawuddi is the showcase of what the sustainable and cooperative future of Jabiru and Kakadu can look like.

The Marrawuddi Arts and Culture team has worked tirelessly to establish a renowned Indigenous arts and culture establishment. Marrawuddi has since enabled national and international exhibitions, awarded high end art prizes, and has engaged over 552 artists within the region. Marrawuddi continues to facilitate cultural workshops both within the art centre and surrounding outstations, ensuring cultural continuity and preservation.

The Manager is responsible for managing the daily operations of Marrawuddi Arts and Culture, including but not limited to, staff management, artist development, maintaining relationships with national and international establishments and galleries. The Manager would also be responsible for managing the potential transition of the Centre to new administrative arrangements over the medium to long term.

A remuneration package of up to $95,000 per annum depending on experience, plus salary sacrifice benefits.

**KEY RESPONSIBILITIES**

* Manage daily operations of the art centre and café , including staff management and supervision, artistic development of artists, establishment and overseeing of arts and cultural events
* Apply and prepare relevant funding applications, grant acquittals & budget management
* Work to negotiate, develop and establish relevant exhibitions, project, prizes, art fairs, stockist, and gallery relationships, nationally and internationally
* Maintain and develop Marrawuddi’s relationships with local, interstate and international stakeholders
* Oversee and manage weekly payments to artists via outlined budget from board and management
* Work closely with Copyright and Intellectual Property Agencies regarding artistic licensing and agreements
* Managing of the budget, artwork purchases, daily banking, and artist payments
* Oversee artwork stock control, hanging of artworks, ensuring documentation affiliated with artworks is correct and attached relevantly
* Maintain compliant OHS & WHS standards
* Work closely with artists, board, and staff to respect and understand relevant indigenous cultural protocols, policies, and governance
* Lead the Marrawuddi Arts & Culture team by creating a positive, productive work culture which inspires and supports team members to achieve their best and deliver the strategic and operational plans
* Manage the Centre’s potential transition to new ownership and administrative arrangements over the medium to long term.

**SELECTION CRITERIA – ESSENTIAL**

1. Tertiary qualifications in business management and minimum five years’ experience in management or similar role
2. Demonstrated budgeting and financial management skills with minimum five years’ experience in successful grant writing and reporting
3. Demonstrated excellent interpersonal and communication skills, including the ability to consult, negotiate and liaise effectively with a diverse range of people.
4. Demonstrated effective strategic leadership and management of a culturally diverse team, with a positive and professional approach in a complex and changing environment, along with a willingness and ability to mentor and train
5. Experience working in remote Indigenous communities
6. Knowledge of workplace health and safety requirements and procedures

**SELECTION CRITERIA – DISIRABLE**

* 1. Experience working with SAMs
  2. Proven track record of driving sales through social media
  3. Experience and understanding of Indigenous arts and culture

**REQUIREMENTS**

* Manual driver’s license
* Ochre card
* Police check

*Aboriginal and Torres Strait Islander people are encouraged to apply.*   
*Equal opportunity in Employment is GAC Policy.*

**Applications close 5pm Friday 29th March 2024. Applications must address the selection criteria and nominate at least 2 referees. GAC reserves the right to withdraw this advertisement at any time.**

**Applications should be addressed to Charlotte O’Mahony,** [**Charlotte@mirarr.net**](mailto:Charlotte@mirarr.net)**, tel. 08 8979 2200.**