

# INFORMATION PACKAGE

Shire of East Pilbara

## Coordinator Art Production - Martumili

Job code: #176

Permanent, Full Time | Newman | Subsidised housing | Time in Lieu Allowance

### *The Shire is seeking an enthusiastic and career-oriented person!*

The progressive Shire of East Pilbara, the largest local Government Authority in Western Australia, servicing the town sites of Newman, Marble Bar, Nullagine and local communities, is offering an exciting opportunity to work for a visionary Chief Executive Officer.

Join the journey to creating the incredible as our **Coordinator Art Production - Martumili**. In this position you will be responsible for Martumili's art production activities across multiple remote communities. Central to this role will be the supervision of the Field Officers in delivering high quality services to Martu artists, customers, and key stakeholders. Establish sound administration processes and procedures to ensure effective systems are in place. Maintain effective and co-operative communication within the organisation.

### You will have:

- Relevant tertiary qualifications or experience resulting in the equivalent level of skills & knowledge.
- In addition to the above, a minimum of three years' work in the creative, commercial arts and/or arts marketing sector.
- Experience in visual arts practice.
- Ability to both self-manage and contribute to a team, in a high-pressure environment.
- Experience in photography and/or artwork documentation.
- Strong interpersonal and communication skills, particularly in a cross-cultural setting.
- Proficient IT and communication skills.
- Experience in remote area travel and the ability to travel extensively in support of Martumili's activities.
- Experience working with and reporting to Aboriginal people.
- Current WA 'C' Class drivers licence

### Remuneration and Benefits:

- Base salary between \$86,000.00 and \$93,000.00 per annum, *plus....*
- 15.5% Employer Superannuation Contribution (subject to employee matching contribution), *plus....*
- Relocation expenses up to \$10K intrastate or \$15K interstate (excludes Newman residents), *plus....*
- Subsidised housing with subsidised water and electricity or Living allowance up to \$20k per annum, *plus....*
- Eligibility for Long Service Leave and Professional Development, *plus....*
- 5 weeks Annual Leave plus Time in Lieu Allowance, *plus....*
- Discount on gym, recreation and aquatic centre memberships.

**Make this role your own** in the heart of the Pilbara where the extraordinary happens. Join a Team working with passion and purpose aimed at proactively achieving the Shire's Vision and Objectives while living its values of **Leadership** with **HEART - Honesty, Excellence, Accountability, Respect and Teamwork**.

### To Apply

Please submit a **current Resume and Cover Letter** addressing the Essential Criteria in up to three pages via our website: <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Information Package along with the Position Description can also be downloaded. If you are unable to apply via our website, please submit your application by emailing [recruitment@eastpilbara.wa.gov.au](mailto:recruitment@eastpilbara.wa.gov.au).

*The Shire of East Pilbara is committed to eliminating all forms of discrimination in the provision of our services. We embrace diversity and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disabilities.*

### **Closing date:**

Applications for this position are open until a suitable pool of candidates is received. This means the vacancy may close without notice. If you are interested in this position, we highly recommend you apply as soon as possible.

For enquiries relating to the application or recruitment process, please contact **People and Culture Business Partner** on (08) 9175 8000 or [recruitment@eastpilbara.wa.gov.au](mailto:recruitment@eastpilbara.wa.gov.au)

For role specific enquiries, please contact **Amy Mukherjee – Manager Martumili** by telephone on: (08) 9175 1571

[www.eastpilbara.wa.gov.au](http://www.eastpilbara.wa.gov.au)

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*Canvassing of Councillors or Selection Panel Members will disqualify your application*

# POSITION DESCRIPTION

Shire of East Pilbara

## Position Title

Coordinator Art  
Production - Martumili

## Directorate

Organisational  
Development

## Reports to

Manager Martumili

## Position Number

#176

## Position Level

LGO WA Level 7/8

## Position Summary

Guided by the vision of Martumili Artists and under the management of the Manager Martumili, the Coordinator of Artwork Production will be responsible for Martumili's art production activities across multiple remote communities. Central to this role will be the supervision of the Field Officers in delivering high quality services to Martu artists, customers, and key stakeholders. Establish sound administration processes and procedures to ensure effective systems are in place. Maintain effective and co-operative communication within the organisation. Apply sound interpersonal skills to facilitate positive responses to key activities and procedures to achieve desired results. A high degree of confidentiality and professionalism is required.

## Position-Level, Principles, Obligations & Accountabilities

The primary outcomes of this position type include:

- Supporting and promoting the "culture" and "values" of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Contributing to employee and customer satisfaction, engagement and excellence;
- Leading, guiding and navigating the management of employees under supervision, whilst developing and mentoring key talent, within the scope of the level;
- Supporting good governance through the application of good decision making and consistency of application;
- Facilitating and encouraging teamwork to

deliver projects and outcomes for and on behalf of the Shire;

- Providing appropriate advice to internal and external stakeholders whilst maintaining relationships and responsibility for operational oversight for assigned activities;
- Actively contributing towards the achievement of financial efficiencies and quality of service;
- Proactively reporting upon, and mitigating, organisational risks.

## Role Accountabilities

### Art Production

- Coordinate and deliver high-quality art production activities in six remote communities from a base in Newman, including remote travel where required.
- Coordinate and deliver training and professional development opportunities to Martu artists.
- Assist with ensuring adequate maintenance of all art spaces, vehicles, equipment, materials and facilities in accordance with professional and occupational health and safety standards.
- In consultation with the Manager and Coordinator of Exhibitions and Gallery, contribute to artwork development and quality control.
- Maintain good relationships with Martu artists.
- Assist artists and staff in accessing wraparound support services.
- Supervise processes around story collection and artwork documentation, ensuring consistency, quality control, and best practice implementation of ICIP (Indigenous





Intellectual and Cultural Property).

- Oversee field trips, travel and accommodation for art production.

### **Exhibitions and Gallery**

- Support the delivery of Martumili exhibitions and projects.
- In liaison with Coordinator Exhibitions and Gallery, ensure MMA delivers on exhibition obligations, and communicate this to the Art Production team.

### **Human Resources**

- Supervise MMA Field Officers, Field Officers (seasonal), and Martumili Officers, including recruitment and performance management.
- Support the delivery of staff meetings
- Design and deliver a roster for all Art Production staff.
- Facilitate the engagement of Martumili officers in art production activities.
- Develop and maintain positive relationships with the Martu community, Martumili partners, relevant agencies and service providers.
- Maintain regular communication with the Manager and Coordinator Exhibitions and Gallery on all operational and artistic matters.
- In liaison with the Coordinator Exhibition and Gallery, coordinate the delivery of the MMA Volunteer program, including recruitment, induction, and supervision.

### **Administration**

- Under the direction of the Manager, implement best-practice administrative procedures including correspondence, documentation, stock control, reporting and financial management.
- Contribute to Martumili programming and strategic and operational planning.
- Other duties as directed by the Manager within the classification level and scope of the position.

- Complete monthly activity reporting as required.
- Liaise with MMA Finance Officer to ensure accurate financial records, timely artists' payments and effective financial systems.
- Supervise the implementation of Martumili policies and procedures.

### **Governance**

- Develop and maintain cooperative relationships with artists, the Wangka Lampa Kujungka (WLK) , staff, and stakeholders.
- Contribute to reports and acquittals for the WLK meetings, annual artist meeting, partners, grants and other reporting, as required.
- Support and practice good governance.

### **Selection Criteria**

(Applicants are required to address ONLY the Essential and Desirable criteria in their written application)

#### **Essential Criteria**

(to be considered for this role you must demonstrate the following skills and experience)

- Relevant tertiary qualifications or experience resulting in the equivalent level of skills & knowledge.
- In addition to the above, a minimum of three years' work in the creative, commercial arts and/or arts marketing sector.
- Experience in visual arts practice.
- Ability to both self-manage and contribute to a team, in a high-pressure environment.
- Experience in photography and/or artwork documentation.
- Strong interpersonal and communication skills, particularly in a cross-cultural setting.
- Ability to function in a demanding physical environment and to cope with remote area work and flexible work hours.
- Ability to motivate artists and identify art-skills development opportunities.



- Contribute to and promote an environment of creative excellence.
- Sound administrative and organisational skills.
- Proficient IT and communication skills.
- Experience in remote area travel and the ability to travel extensively in support of Martumili's activities.
- Experience working with and reporting to Aboriginal people.
- Current Working With Children Check.
- Current WA 'C' Class drivers licence.

#### **Desirable Criteria**

- Understanding of copyright and intellectual property issues.
- Previous experience in a leadership or supervisor position.
- Experience with remote indigenous art centres.

#### **Remuneration details**

Employment conditions in accordance with the Local Government Officers' (Western Australia) Award 2021.

##### **Cash salary component:**

- Base Salary between \$86,000.00 - \$93,000.00 per annum
- 10.5% Superannuation Guarantee plus additional 5% subject to an employee contribution of 5%. The combined total of the Shire of East Pilbara contribution shall not exceed 15.5% of the specified salary.
- Time in Lieu Allowance – 1 week every 3 months to be used within 3 months of receiving

##### **Accommodation:**

- Subsidised housing with subsidised water and electricity or Living allowance up to \$20k per annum.

##### **Relocation expenses: (excludes Newman residents)**

- Removal expenses for furniture and personal effects;
- Family travel costs;
- Transport of one personal vehicle;
- Up to \$10,000 intrastate or \$15,000 interstate (GST incl.).

##### **Hours of Work:**

- As per the Award provision, ordinary hours of work are 38 hours per week.

##### **In addition:**

- Uniform allowance of \$440 per annum.
- 5 weeks annual leave.
- Long Service Leave - Thirteen (13) weeks after ten (10) year continuous Local Government services.
- Annual Leave Travel Assistance - Following twelve (12) months (full time employment worth) completion of service one (1) return economy airfare to Perth, based on the cost of an airfare from Newman.

##### **Other Benefits and services:**

- Discounts for staff for the use of recreation and aquatic centre facilities as per council policy.
- Free health and fitness assessments by qualified staff at the Recreation Centre.
- Professional development is encouraged and promoted by providing staff training as necessary and attendance at seminars/conferences is also supported.



# INFORMATION FOR APPLICANTS

## Shire of East Pilbara

### Employment Considerations

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check
- Current National Police Clearance
- Hold the appropriate rights to work in Australia
- Completion of a pre-employment medical

### General accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees.

### Application

Your application should include a covering letter explaining your interest in the position (no more than three pages) and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties.

### Supporting an Inclusive and Diverse Workforce

The Shire of East Pilbara is an Equal Opportunity employer we recognise that our workforce is strengthened by diversity and actively foster an inclusive workplace.

### Medical Examination

Following the interview process, the successful applicant will be required to undergo a medical examination. Full documentation for the requirements of the position will be given to the medical practitioner prior to the examination and the medical examination costs are paid by Council. Existing illness will not necessarily preclude an appointee from the selection process.

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### About The Shire Of East Pilbara

For the keen explorer, the Shire of East Pilbara is Australia's largest Shire, offering a diverse mix of desert sands from the Great Sandy and Gibson Deserts to the pristine coastal reserve of Cape Keraudren.

There are three towns in the Shire of East Pilbara: Newman, Marble Bar and Nullagine; each offering something unique.