

APPLICATION PACKAGE

Shire of East Pilbara

Field Officer - Martumili (Seasonal)

Job code: 215

Casual | Newman | Seasonal opportunity | Travel/Accommodation provided

Work with Martu artists and experience the magic of the Pilbara!

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! Create the incredible as a **Field Officer – Martumili (Seasonal)**. Martumili Artists is a not-for-profit Aboriginal art centre delivered as an activity of the Shire of East Pilbara. Martumili facilitates art production and represents the commercial interest of Martu artists living and working in 7 communities across the East Pilbara - Parnpajinya (Newman), Jigalong, Parnngurr, Punmu, Kunawarritji, Irrungadji and Warralong.

The successful candidates will form a pool of casual employees to be employed under 12 month contracts and be rostered to work for periods of a few months at a time during the duration of such contracts. You will be responsible for delivering high quality services to Martu artists, customers, key stakeholders and contributing to the effective operations of the enterprise. You will also establish sound administration processes and procedures within the section to ensure effective systems are in place, maintaining effective and co-operative communication within the organisation and applying sound interpersonal skills to facilitate positive responses to key activities and procedures to achieve desired results.

You will:

- Have relevant tertiary qualifications or creative sector experience and experience in visual arts

- Be able to function in a demanding physical environment and to cope with remote area work and flexible work hours
- Have strong interpersonal skills, particularly in a cross-cultural setting
- Be able to motivate artists and identify art-skills development opportunities
- Possess sound administrative and organisational skills and be proficient in IT and communication
- The holder of a minimum current 'C' Class Drivers Licence
- Be able to provide a Covid-19 Vaccination Certificate

Remuneration and Benefits:

- Hourly rate of \$42.41 (adult rate) inclusive of 25% casual loading...*plus*
- 20% Employer Superannuation Contribution (subject to Employee Contribution)...*plus*
- Eligibility for long service leave...*plus*
- Staff discount on gym, recreation and aquatic center memberships

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 Application Package along with the Position Description can also be downloaded. Alternatively, please submit your application by emailing 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:

Friday, 30 September 2022 at 4:00pm.

For enquiries relating to the application or recruitment process, please contact **Human Resources Officer on (08) 9175 8000** or recruitment@eastpilbara.wa.gov.au

For role specific enquiries, please contact **Anna Spencer – Coordinator Art Production - Martumili** on **9175 1020**.

www.eastpilbara.wa.gov.au

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POSITION DESCRIPTION

Shire of East Pilbara

Position Title

Field Officer - Martumili
(Seasonal)

Directorate

Commercial
Services

Reports to

Coordinator Art
Production

Position Number

215

Position Level

6

Position Summary

Guided by the vision of Martumili Artists and under the management of the Manager, Martumili and the supervision of the Coordinator Artwork Production, the Martumili Field Officer will deliver high quality services to Martu artists, customers, key stakeholders and contribute to the effective operations of the enterprise. Establish sound administration processes and procedures within the section 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;
- Collaboratively participating in teams to deliver projects and outcomes for and on behalf of the Shire;
- Effectively communicating and cooperating with internal and external stakeholders as applicable to maintain positive relationships

with the Shire;

- Actively contributing towards the achievement of financial efficiencies and quality of service, as directed;
- Proactively report upon, and mitigate, risks.

Role Accountabilities

Service to Martu Artists

- Under the direction of the Artwork Production Coordinator, support the delivery of high-quality art services, training and professional development to Martu artists in six remote communities from a base in Newman.
- Maintain the community art spaces, equipment, materials and facilities in accordance with professional and occupational health and safety standards.
- Assist in managing the provision, stock levels and distribution of art materials, including preparing canvases and mixing paint.
- Transportation of materials from, and artwork to, the Newman office.
- When working in Newman, support the effective operations of all studio activities, including artists’ support, cleaning, documentation etc.
- Identify Martu arts workers in each community to work with the Field Officer in delivering services.
- In consultation with the Coordinator of Artwork Production, ensure artwork quality control.



- Undertake bush trips with artists to source materials.
- Contribute to the implementation of artists' copyright and intellectual property rights.
- Maintain good relationships with Martu artists.
- Within Martumili processes, assist with the social support and care of artists, particularly elderly artists.

Documentation

- Document artworks in the SAM database, including artists' biographical information and relevant artwork information according to Martumili's policy and procedures.
- Document related Martumili and arts/cultural activities, such as bush trips etc.

Exhibitions and Promotions

- Coordinate field trips, travel and accommodation as directed by the Manager and/or Art Production Coordinator.
- Support the delivery of Martumili exhibitions and projects.
- Assist with the promotion and marketing of Martumili, as required.

Communications and Operational

- Develop and maintain positive relationships with the Martu community, Martumili partners, relevant agencies and service providers.
- Maintain regular communication with the Manager and Artwork Production Coordinator on all operational and artistic matters.
- Assist with vehicle maintenance and safety.
- Contribute to Martumili programming and strategic and operational planning.
- Other duties as directed by the Manager and/or Artwork Production Coordinator within the classification level and scope of the position.

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 creative sector experience resulting in the same level of skill and knowledge.
- Current WA 'C' class driver's licence.
- Current Working With Children Check.
- Experience in visual arts practise (including from University practical placements or volunteer work).
- Ability to both self-manage and contribute to a team, in a high-pressure environment.
- 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.

Desirable Criteria

- Experience in the commercial arts sector and/or arts marketing.
- Understanding of copyright and intellectual property issues.
- Experience in photography and/or artwork documentation.
- Experience in remote area travel and the ability to travel in support of Martumili's activities.
- Experience working with and reporting to Aboriginal people.

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
- Covid-19 Vaccination Certificate

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.