

ARTIST RUN INITIATIVE

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Watchthis  
SPACE<sup>inc</sup>



## POSITION DESCRIPTION

### CO-DIRECTOR

#### ABOUT US

Watch This Space (WTS) is an artist-run initiative located in Mparntwe (Alice Springs) on unceded Arrernte country. With a near-30 year history to date, it comprises six artist studios and a gallery. The gallery is also a meeting place, a karaoke hall, a dance floor, a cinema, a basketball court, a library, host to zine fairs and language classes, and more. It strives to be a resource and venue for artistic expressions and artistic relations, with an understanding that art is inseparable from politics, play, and sociality. WTS aims to nurture alternatives to the over-professionalisation of artists and art industries. We recognise the economic precarity inherent in artistic labour and seek to support creative and community projects in whatever capacity we can. We celebrate the idiosyncratic relations and sensations that drive and compose communities and strive to privilege these in how we operate and evolve as an Artist-Run Initiative.

WTS is currently based at 8 Gap Road, where it hosts a program of projects, workshops, film screenings, art camps, exhibitions, and residencies. It has seven studio artists plus one Travelling Artist in Residence at any given time. Many people make up its moving parts: two part-time Co-Directors (caretakers), seven studio artists, the Curatorial Committee, the Board, the gardener, the volunteer crew and membership base. We currently receive operational funding from the Northern Territory Government and Australia Council for the Arts and generate additional income through local and federal project grants, operational activities and philanthropic donations.

WTS is lucky to exist in the middle of a small town on Central Arrernte country, rich in artists. This small town lies in the middle of the Central Desert region, richer still. The Central Desert region lies in the middle of the continent, affording WTS a unique proximity to everywhere else in so-called "Australia" and their own creative communities.

## THE POSITION

The Co-Director's role is exciting and varied. In 2021, the role of Director was rebirthed as a two-person Co-Directorship model. The Co-Directors share all operational responsibilities, requiring close collaboration. The shared responsibility allows for an environment that is emotionally and logistically supportive for both staff and artists. The model strives to provide longevity, with specialist knowledge and skills collectivised, enriched, and held accountable across two positions.

The role requires strong arts administration skills, creative direction and community focus. With the support and collaboration of your Co-Director, you will coordinate all aspects of the exhibition, residency, events, and special projects program, artists' studios, venue and budget management and financial reporting as well as other creative projects. You will work autonomously and collaboratively, with the support of the WTS Board, Curatorial Committee, studio artists and volunteers. This is an incredibly rewarding role with a high degree of responsibility and the potential to contribute to the artistic and cultural life of our region.

The successful applicant will be involved in defining strategies for the organisation's next chapter as 2023 marks WTS 30<sup>th</sup> birthday and third year of our multi-year funding agreement with Australia Council for the Arts. Our aims are to nurture non-commercial, experimental artistic practice in Central Australia; improve access and participation in the arts; contribute to local and national sector development; and increase organisational sustainability.

## REMUNERATION, LOCATION AND HOURS OF WORK

The position is 0.8FTE (30 hours per week) on a \$71,136 salary (pro rata), including leave entitlements.

Superannuation is calculated as per statutory requirements. Entitlements are pro rata and include six weeks annual leave and two weeks personal leave.

Core working hours onsite at 8 Gap Road are Tuesday-Friday 11-5pm. The remaining hours can be completed at a time that suits you. There is regular evening work involved in this role (on average once a fortnight), and semi-regular weekend work (on average once a month). When a Co-Director may be required to fulfill shared duties on their own, they may identify and request additional support (financial, staff resources etc.) with the Board.

## COMMENCEMENT DATE

November 2022, or as negotiated.

## SHARED DUTIES

### Creative Program

- Coordinate all administration and event planning of the creative program including - but not limited to - the exhibition, residency, events, special projects, and studio program.
- Coordinate the annual creative program callout for exhibition, residency, and project proposals; chair Curatorial Committee meetings and action their decisions.
- Provide practical, professional and creative support to artists directly and indirectly involved with the program.
- Manage contracts of exhibiting, resident and studio artists.
- Produce and distribute all marketing needs including online and hard-copy promotion, in collaboration with contracted artists.
- Set up, pack down, cater, and present events, working with WTS volunteers and studio artists.

### Financial Management

- Prepare, implement and monitor the operational budget and specific project budgets and regularly report to the Treasurer and Board of management.
- Work with the bookkeeper and Treasurer to ensure financial record-keeping.
- Weekly payment of bills and invoices, reconcile spending in accounting software (Xero), send out and follow up on invoices as necessary.
- Research and apply for funding for operational activities, projects and other resources.
- Coordinate WTS fundraising and donation drives.
- Complete funding acquittals for WTS projects and oversee financial management, reporting and acquittals for projects auspiced by WTS.
- Process artwork sales for exhibitions, fees for language classes and workshops, merchandise sales and memberships.

### General

- Maintain relationships with funding bodies and maintain compliance with funding agreements.
- Coordinate a move from 8 Gap Rd to a new building in the next 12 months.
- Research developments within the arts and cultural sector.
- Promote the ongoing legacy of WTS by monitoring emerging community needs and sourcing funding for new initiatives.



- Develop links with arts agencies and venues for possible joint programming ventures.
- Continually develop and update policies and procedures.
- Represent the organisation at occasional industry forums.
- Oversee all insurance requirements including equipment, public liability, workers compensation and other necessary policies.
- Supervise gallery and manage volunteers with regular rosters for events and building maintenance and upkeep.
- Other duties as directed within the context of the role.

### Reporting to

- The Board at meetings held every second month and as needed outside of this. Co-directors alternate attending Board meetings and communicate via email as required.
- Sub-committees of the Board at meetings held at regular intervals between regular Board meetings. Co-directors alternate attending sub-committee meetings and communicate via email as required.
- The Curatorial Committee held roughly every six weeks or as needed.

## SELECTION CRITERIA

### Essential

*Please provide up to half a page for each criteria.*

1. Knowledge of creative industries both within the Northern Territory and nationally, with a particular focus on contemporary visual art.
2. Experience in managing concurrent projects and competing priorities, while maintaining quality and meeting deadlines.
3. Experience working respectfully and sensitively with diverse stakeholders from many sectors of the artistic community both locally and nationally, including artists, First Nations people, young people, management (Board) and Curatorial committees, funding bodies, sponsors and volunteers.
4. Strong arts administration skills with financial experience.
5. Good at working in a small team with initiative, creative direction and community focus.
6. Min. 24 month commitment.



### **Desirable**

*Please provide a brief response.*

1. Drivers licence.
2. Familiarity with accounting software, preferably Xero.
3. Experience living/working in the Northern Territory or regional/remote Australia.
5. Marketing experience.
6. Events experience, ideally including AV experience.

### **Dream**

*Please provide a response.*

1. It's 2030, how do you imagine Watch This Space?

Some prompts you might like to consider are: has it expanded or consolidated, what fills the program? What else is it doing? What's the money story? What future mediums are on show?

Answers to this question can take any form you feel most comfortable using, or expresses your idea/s best.

(eg. written response, drawing, photograph, video, performance, website, meme and so on and on and on)

### **TO SUBMIT YOUR APPLICATION**

Please include;

- Cover letter
- Responses to the Selection Criteria
- Current CV
- Three contactable referees

Please send as PDF and submit via email [wts@wts.org.au](mailto:wts@wts.org.au). If you have any access issues with this application process please don't hesitate to call WTS Co Director, Saar Amptmeijer on 0497 657 880 or Charlie Freedman on 0434 341 814 or via the email above.

First Nations people and Northern Territory residents are strongly encouraged to apply.

**Applications close midnight, Sunday 16<sup>th</sup> of October**

**FOR MORE INFORMATION**

Please visit [www.wts.org.au](http://www.wts.org.au) for other information about the organisation.

Applicants are strongly encouraged to contact Watch This Space with any questions before applying.

For enquiries please contact:

WTS Co-Directors, Saar Amptmeijer: 0497 657 880

Charlie Freedman: 0434 341 814

[wts@wts.org.au](mailto:wts@wts.org.au)

WTS Chair, Gabriel Curtin, 0458 588 134 or [gabriel.curtin@live.com](mailto:gabriel.curtin@live.com)