

POSITION DESCRIPTION

CO-DIRECTOR

ABOUT US

Watch This Space is a catalyst and conduit for contemporary experimental arts practice and dialogue in Central Australia, working to nurture and promote local and visiting artists and their work.

As the only Artist Run Initiative in a 1500km radius, we support and advocate for local, national and international artists at all stages of their careers. We provide a constructive and supportive environment for development, dissemination, collaboration and experimentation through exhibitions, residencies, presentations, performances, offsite projects and an onsite studio community, all within a unique geographical, social and cultural landscape: Mparntwe/Alice Springs. 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.

For 27 years WTS has supported artists to question and explore the stimulating and complex physical, social and cultural environment where the gallery is situated. Mparntwe/Alice Springs is a cultural hub with a well-established, dynamic arts community. It is also the locus for a huge array of indigenous languages and the economic centre for remote communities throughout the southern half of the Northern Territory, expanding into South Australia and Western Australia.

THE POSITION

The Co-Director's role is exciting and varied. It has been long desired by previous Directors as a way to share responsibilities both logistical and emotional and to foster an environment that is supportive, encouraging and inspiring for artists *and* staff. The organisation's aim is to create two dynamic leadership positions that are built on trust and equity.

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 and residency 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 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 period of growth as 2021 marks the first of a new Four Year Funding agreement with Australia Council for the Arts. Our aims are; to nurture contemporary experimental art 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 9.5% 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, however 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.

COMMENCEMENT DATE

APRIL 2021

SHARED DUTIES

Creative Program

- Coordinate all administration and event planning of the creative program including - but not limited to - the exhibition, residency and studio program.
- Assist the Curatorial Committee to coordinate Call Out for exhibition and residency proposals and chair assessment meetings.
- Provide practical, professional and creative support to artists directly and indirectly involved with the program.
- Manage contracts of exhibiting, resident and studio artists.
- Deliver all marketing needs including online and hard-copy promotion.

Financial Management

- Prepare, implement and monitor the budget and regularly report to the Board of management.
- Work with the Bookkeeper to ensure financial record-keeping.
- Research and apply for funding for operational activities, projects and other resources.
- Complete funding acquittals for WTS projects and oversee financial management, reporting and acquittals for projects auspiced by WTS.

General

- Maintain relationships with funding bodies and maintain compliance with funding agreements.
- 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.
- Other duties as directed within the context of the role.

Reporting to

The Board at meetings held every six weeks or as needed, and the Curatorial Committee bi-annually 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 in working with diverse stakeholders from many sectors of the artistic community with respect and sensitivity, both locally and nationally, including artists, First Nations people, young people, management (Board) and curatorial committees, funding bodies and 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 license.
2. Familiarity with accounting software, preferably Xero.
3. Experience living/working in the Northern Territory or regional/remote Australia
4. Knowledge and awareness of the unique cultural and historical context of Central Australia.
5. Marketing experience.

Dream

Please provide a response.

1. What does a utopian future look like for Watch This Space?
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 submitted via email wts@wts.org.au. If you have any access issues with this application process please don't hesitate to call WTS Director, 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, Monday 30 November 2020.

FOR MORE INFORMATION

Please visit 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 Director, Charlie Freedman on 0434 341 814 or wts@wts.org.au

WTS Chair, Frankie Snowdon, on 0417 855 887 or frankievsnowdon@gmail.com

WTS Curatorial Committee Member, Beth Sometimes, on 0403 553 061 or misssometimes@gmail.com