

POSITION DESCRIPTION

WTS DIRECTOR

ABOUT US



Watch This Space (WTS) is an artist-led organisation established in 1993, manifesting publicly as a vital collective resource in Mparntwe. It is a site for experimentation, artistic expression, critical conversation and making. It is a place to make show & participate in art that is in constant conversation. WTS believes that art's definition has broad and soft boundaries, and that everyone is invited. It is an artist-run initiative, where artists like their galleries to also be dance floors, cinemas, zine fairs, basketball courts, libraries and language classes; the artists are often interested in recognising arts inherent connection to politics, play and experimentation.

WTS is lucky to exist in the middle of a small town on Central Arrernte country, rich in artists and a history of thousands of years of creative making. This small town lies in the middle of the Central Desert region, richer still. This area is in the middle of the continent, affording WTS a unique proximity to here and elsewhere, connecting us to remote, rural and urban spaces alike.

WTS aims to present alternatives to institutionalisation, tokenization, and over-professionalisation of artists and the arts. It has been alive for 30 years, moving through many sites and seasons overtime. It is currently based at 8 Gap Road, where it hosts a program of projects, workshops, film screenings, exhibitions and residencies. Many people make up its moving parts: currently two co-directors, seven studio artists, a First Nations advisory board, a strong membership base, curatorial committee, board of directors, and a volunteer crew both incidental and veterans. Many artists and collaborators joined in for one project and stayed for another, continuously moving with, and shapeshifting WTS - would you like to join?

THE POSITION

The Director role is exciting and varied. In 2024, WTS' operational model will be reimagined with a Director and part time support staff steering the creative and operational direction of the organisation.

The role requires strong arts administration skills, creative direction and community focus. With the support and collaboration of an Exhibitions Officer, you will coordinate and oversee 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 support staff, the WTS Board, Curatorial Committee, First Nations advisory group, members, 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 the region.

The successful applicant will be involved in defining strategies for the organisation's next chapter as 2025 marks the second round 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). The pay amount is \$92,099.15 (pro rata), including leave entitlements.

Superannuation is 11.5% as per statutory requirements. Entitlements are pro rata and include six weeks annual leave with 17.5% leave loading, and two weeks personal leave.

Core working hours onsite at 8 Gap Road are Tuesday - Friday, 11am - 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).

COMMENCEMENT DATE

JULY 2024, or as negotiated.

DUTIES

Creative Program

- Coordinate the annual creative program callout for exhibition, residency and project proposals; chair Curatorial Committee meetings and action their decisions.
- Oversee all administration and event planning of the exhibitions program - working closely with the Exhibitions Officer.
- Coordinate administration and event planning of other key areas of the creative program including - but not limited to - the residency, events, special projects and studio program.
- Provide practical, professional and creative support to artists directly and indirectly involved with the creative program.
- Manage contracts of resident and visiting studio artists.
- Set up, pack down, cater and present events, working with the Exhibitions Officer, 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.
- Maintain relationships with funding bodies and maintain compliance with funding agreements.
- Coordinate WTS fundraising and donation drives.
- Complete funding acquittals for WTS projects and oversee financial management, reporting and acquittals for projects auspiced by WTS.
- Support Exhibitions Officer to process artwork sales for exhibitions, fees for language classes and workshops, merchandise sales and memberships.

Business / General

- Manage and support WTS Staff, including supporting staff to oversee volunteers

- Oversee all insurance requirements including equipment, public liability, workers compensation and other necessary policies.
- Continually develop and update policies and procedures.
- Undertake once-off development projects/tasks e.g. new Website (in development)
- 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.
- Represent the organisation at occasional industry forums.
- Other duties as directed within the context of the role.
- 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.
- Sub-committees of the Board at meetings held when necessary, at regular intervals between regular Board meetings.
- 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 managing concurrent projects and competing priorities, while maintaining high quality outputs and meeting deadlines.
3. Strong arts management skills with financial experience
4. 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.
5. Experience working autonomously, and as part of a small team with initiative, creative direction and community focus, including experience collaborating with staff you supervise
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.
4. Marketing experience.
5. Events experience, ideally including AV experience.

Dream

Please provide a response.

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 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
- Contact details of two referees

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

Applications close midnight, Sunday 3 June 2024

Please send as PDF and submit via email wts@wts.org.au. If you have any access issues with this application process please don't hesitate to email us.

WTS Chair: Victoria Alondra, nopallii@outlook.com

WTS Director: Saar Amptmeijer, saar@wts.org.au

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.