



Position Vacant

Gallery Assistant - Yarliiyil Art Centre (Casual)

Please note that Aboriginality is a genuine occupational requirement for this position, which is exempt under Section 14 of the Anti-discrimination Act.

Yarliiyil Art Centre is an artists-owned and governed enterprise for the Aboriginal artists of Halls Creek. The Art Centre is supported by the Shire of Halls Creek who provides administration and management support to the Centre. The Centre is centrally located in the town of Halls Creek, in a new purpose built building with generous studio and gallery space.

The Arts Centre is seeking 2 x Casual Gallery Assistants. These positions play a key role in supporting the Arts Centre Manager to develop a healthy, vibrant and connected community by increasing opportunities for participation in arts and culture. Responsibilities include assisting in:

- front of house management and first contact with gallery visitors
- the day to day sale of artworks from the Art Centre Gallery
- administration such as ordering supplies, answering telephone calls, sales and marketing of art work
- the planning of artist trips to country and neighbouring art centres and communities
- the recording of stories from artists and the documentation of art works
- the preparation of the Art Centre for workshops, artists and clientele

The position will appeal to candidates who have an interest in the arts, can learn quickly and who enjoy customer service and administrative duties. An understanding of Aboriginal culture and protocols is essential. Sound computer literacy with great interpersonal skills is also required. A WA Driver's licence is desirable, with previous experience in working with artists desirable but not essential.

These positions are Level 1 entry positions attracting a casual hourly rate of \$25.57 per hour and up to 30 hours per week and subject to continued State and Federal Government funding.

Applications close on Monday 25 March 2019, at 4pm.

To apply for the above position, you must provide a copy of your resume and complete a job application form which is available from the front counter at the Shire of Halls Creek, or online at www.hcshire.wa.gov.au. The position Descriptions including selection criteria is also available, and email application to hcshire@hcshire.wa.gov.au or post to PO Box 21, Halls Creek WA 6770.

For further information on this position, please contact Kevin Kelly – Yarliiyil Art Centre Manager on 0408 477 094 or email: yacm@hcshire.wa.gov.au

The Shire of Halls Creek is an Equal Opportunity Employer and we encourage applications from local applicants