



Artback NT **GENERAL MANAGER**

CANDIDATE PACK





ACKNOWLEDGEMENT

Artback NT works from offices on the unceded lands of Garramilla (Darwin) and Mparntwe (Alice Spings), Northern Territory.

We pay respects to Elders past and present, and extend that respect to First Nations Elders of all the communities with which we live and work.

The Northern Territory is home to the world’s first artists and storytellers. We are privileged and grateful to work alongside the creators who share their knowledge, culture and art with us, on Aboriginal land.

We understand our work in this context.

ABOUT US

Artback NT is a multi-artform development and touring agency committed to advancing the arts across the Northern Territory, fostering a vibrant arts culture that celebrates diversity, creativity, and cultural expression.

We work with communities, artists, and audiences to ensure that NT narratives are central to the Australian context and reflect the unique cultural landscape of the Territory.

We aim to be a key player in the development of the Northern Territory's cultural landscape, offering a platform for artistic exchange and community-driven creative projects.

Our values of collaboration, sustainability, inclusivity, and innovation guide everything we do.



KEY INFO

- Reports to : CEO, Artback NT
- Location : Level 2 Harbour View Plaza, Darwin, 8 McMinn Street, Darwin
- Contract : 38 hours per week. Some out of hours work will be required.
- Remuneration : \$115-\$127,000 plus superannuation
6 weeks annual leave / 10 days sick leave

Relocation support may be negotiated with the successful applicant if required.

ABOUT THE ROLE

Artback NT is looking for a General Manager to join the team of one of Australia’s unique and most exciting arts organisations. Working closely with the CEO, they will fulfill a senior strategic role, offering a unique opportunity to leave a creative imprint deep into the heart of the Northern Territory.

The position is responsible for supporting the CEO in the leadership and management of the organisation. This includes ensuring effective management of resources (human, financial and operational), coordination of funding submissions, building strategic relationships and implementing long-term strategies to support the organisation's growth and sustainability.

As we are a small team, the ideal candidate will bring a blend of operational expertise, financial acumen, creative producing in complex settings and strategic thinking, combined with a passion for the arts and a commitment to fostering creativity and community engagement across the Northern Territory.

From left to right: Arrkula Yinbayarra. Image Shauna Upton; Lakesha Grant and Joshua McElroy in CUSP. Image: Kate Atkinson; Adrian Jangala Robertson, 'Family' Stonewear and underglaze - Clay on Country. Image: Jo Foster; Maicie Lalara, 'Yilkwa - Monster Fish' - Groundswell. Image: Northern Centre for Contemporary Art, NT; Yarrenyty Arttere Artists Collaborative, 'Merne (food) Plates Art Plates Now', Decals on found plates - Clay on Country. Image: Sara Maiorino.

Strategic Planning & Organisational Development

- Provide high-level support to the CEO and contribute to the strategic direction and operation of the business to inform future planning and sustainability. Monitor progress towards objectives and adjust plans as needed.
- Lead the Communications Manager in the design of effective marketing and communications strategies to promote Artback NT's programs and initiatives.
- Initiate and develop projects and activities through a range of mechanisms including sound partnerships with artists, funding bodies, government agencies, philanthropic partners, corporate partners, community organisations, arts organisations and service providers.
- Proactively seek and secure funding and prospects to support and deepen Artback NT's impact on the creative sector and into Community.

Operations

- Champion the smooth operation of day-to-day systems and drive continuous improvement in our practices.
- Manage and develop team members, ensuring alignment with organisational culture and values.
- Monitor and ensure compliance with Fair Work, Work Health and Safety, and related legislation.
- Work with the CEO to develop annual budgets, ensuring financial stability and resource allocation in line with strategic priorities.
- Work closely with the CEO & Program Managers to develop reporting on program financial performance, outcomes, and operational issues and ensure effective governance and compliance with all legal, financial, and regulatory requirements.
- Proactively identify operational risks and challenges and implement effective solutions to mitigate potential issues.
- Act as point of contact and decision maker in the CEO's absence during the CEO's leave periods of two weeks or more (outside of mandatory office closure period).

Program planning and delivery

- Provide artistic leadership, informed by strategic networking and coordination with stakeholders in the sector.
- Oversee the design, development, and delivery of arts programs and ensure programming aligns with long-term goals and drives the organisation's vision forward.
- Oversee the preparation and/or acquittal of funding applications with program managers.
- Provide leadership and support to the Program Managers in planning, coordination, and evaluation of projects. Use evaluation insights to refine future initiatives.
- Ensure all programmed elements sit within available budget, resources and obligations met.
- Monitor arts sector developments and advise on addressing opportunities and challenges.

SELECTION CRITERIA

Essential

Your application must specifically address the following:

- A minimum of 5 years of experience in a senior management or creative producing role within the arts or cultural non-profit sectors with experience in strategic planning, organisational development, and implementing long-term goals.
- Proven track record in financial management, including budget development, forecasting, and reporting.
- Strong leadership experience, with the ability to manage, mentor, and motivate a small team.
- Highly developed interpersonal and negotiation skills, with the ability to build and maintain relationships with a wide range of stakeholders, including artists, government, funding partners, suppliers and sector stakeholders.
- Analytical and problem-solving skills, resilience and resourcefulness in meeting changing work demands, and the ability to take on new challenges.
- High level business writing skills, with experience in preparing reports, proposals, and government submissions.
- Experience and advocate of integrative business systems & process to streamline workflow management (Artback NT use Monday.com and MYOB)

Highly desirable

These will significantly add to your application.

- Experience in producing/program management, including overseeing multiple concurrent projects, managing timelines, and ensuring deliverables in an environment of competing deadlines and/or
- Experience in developing marketing, communications, and public relations strategies, particularly in an arts and cultural context and/or
- Awareness of regional and remote communities and the issues that affect their participation and development and/or demonstrated experience working cross culturally and/or
- Familiarity with the arts and cultural landscape in the Northern Territory, with a strong understanding of community engagement practices and regional arts dynamics.

Top of page, from left to right: Rona Rubuntja, 'Home to Lyitjirra with my Five Dogs', Terracotta & underglaze sculpture – True Story. Image: Hermannsburg Potters; Barnabas Timothy, playing guitar at Malandarrri Festival 2023. Image: Benjamin Warlungundu Ellis Bayliss
Bottom of page, from left to right: Pilya Talalima in Kucapungane Village, Taiwan, - Gapu Ngupan. Image: Rangarang Curimudju; David Yipiniy Wilfred – Hand to Earth tour. Image: Emma Luker; Malandarrri Festival 2023. Image: Benjamin Warlungundu Ellis Bayliss; Jayanna Andy, 'Tjukula / Waterholes', Stoneware, underglazes and sgraffito – Clay on Country. Image: Sara Maiorino.

TO APPLY:

We encourage you to read more about us, our work and our team at:

[Arts Development and Touring, Northern Territory - Artback NT](#)

Applications must specifically address all the selection criteria and should outline relevant work history and experience.

Please provide a CV and 2 professional referees.

All applications are to be sent via email to Michelle Bell, Chief Executive Officer at ceo@artbacknt.com.au

If you have any queries please contact Michelle 0408 740 718

Application deadline: 5:00 pm Friday 28 February 2025



Artback NT

www.artbacknt.com.au