



## FIRST NATIONS ENGAGEMENT MANAGER(S)

### POSITION DESCRIPTION

<b>Location</b>	Any (within Australia)
<b>Reporting to</b>	Penelope Benton, Executive Director
<b>Working with</b>	NAVA staff; key stakeholders, partners and media; NAVA Members
<b>Position type</b>	Annual renewable contract with a 3mo probation period  This is recognised as an identified Aboriginal and/or Torres Strait Islander position under section 14 of the NSW Anti-Discrimination Act, 1977.
<b>Salary details</b>	\$80,000 pa pro rata + 10% superannuation + 17.5% holiday leave loading
<b>Employment period</b>	From March 2022

The National Association for the Visual Arts (NAVA) acknowledges the Gadigal peoples of the Eora Nations where our office is currently located and all Custodians of Country throughout all lands, waters and territories. Sovereignty has never been ceded. We pay our respects to Elders past, present and future.

NAVA is the peak body protecting and promoting the Australian visual arts. Through the Code of Practice for the Professional Australian Visual Arts and Craft Sector, we set national best practice standards for the industry. To ensure that the Code is sound, relevant, and useful it must be culturally safe and guided by First Nations artists and industry experts. NAVA is committed to strengthening its capacity in supporting and championing First Nations artists and Members by ensuring that our work is led, informed, and evaluated by First Nations artists and arts workers.

### POSITION SUMMARY

The First Nations Engagement Manager(s) plays a critical role in supporting NAVA's major revision of the Code of Practice. In addition to leading this core work at NAVA, this role supports NAVA's engagement with and for First Nations practitioners nationally. This position will also take on other projects to contribute to NAVA's strategic plan including, but not limited to, research projects, organisation responses to inquiries, national steering committees, and other roles as identified.

This is a diverse and broad role in a small team. To meet the objectives of the role, flexible working arrangements can be negotiated, and the role may be filled by multiple individuals working in a part-time capacity. NAVA is working with [Agency Projects](#) to support First Nations staff with a national support network committed to professional development.

## POSITION DESCRIPTION

### OVERVIEW

- Contribute to the revised Code of Practice by leading First Nations engagement.
- Bring together an understanding of Aboriginal and Torres Strait Islander artists' professional practice needs within their cultural context so that NAVA can best support those needs.
- In collaboration with key partners and other key staff, develop a suite of accessible professional development resources tailored for metropolitan, regional and remote First Nations artists.

### PROJECTS

- Lead the engagement with First Nations artists and arts organisations to inform the revision of the Code of Practice.
- Attend and present at key events to learn about current practice, expand networks, consult with artists, promote new tools and deliver workshops.
- In collaboration with the Communications and Advocacy Manager and the Membership Team implement strategies to increase and sustain First Nations Membership and audiences.
- Consult with First Nations Membership to best understand and represent the needs of First Nations arts practitioners in a best practice context.

### NETWORKS AND KEY RELATIONSHIPS

- Develop and nurture effective relationships with key partners and stakeholders to promote national First Nations engagement and community consultation.
- Actively identify communities and organisations to encourage collaboration on shared values and broaden our collective reach.
- Promote NAVA's programs to existing and new audiences.

### SHARED RESPONSIBILITIES

- Contribute to NAVA's strategic planning both formally and informally.
- Collaborate on the production and facilitation of NAVA events.
- Support the NAVA Membership responsively through phone and other queries.
- Report to the Executive Director on coordinating relevant budgets.
- Contribute to an organisational culture of collaboration, inspiration and safe working.
- Work as part of the broader NAVA team in the development and delivery of NAVA's Reconciliation Action Plan and other initiatives.

### WHS

- Ensure programs and events are created with equity and inclusion in mind and that the events can be accessed by people with access needs. This includes ensuring duty of care, safety, access and participant/staff wellbeing are part of all program development and delivery.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by the duty of care provided for in the WHS legislation.



- Cooperate with management in its fulfilment of its legislative obligations.
- Participate in the development of a safe and healthy workplace.

## SELECTION CRITERIA

### (ESSENTIAL)

This role is an identified Aboriginal and/or Torres Strait Islander position under section 14 of the NSW Anti-Discrimination Act, 1977.

- Knowledge of Indigenous protocols, good practices, industry standards, and artists' rights.
- Demonstrated high-level engagement with First Nations artistic and cultural practices and communities.
- Demonstrated experience in creating education resources including guides, workshops, and other materials.
- A passion for and interest in contemporary visual arts and craft, including artists.
- Highly developed written and verbal communication skills.
- Ability to build strong and collaborative working relationships both internally and externally.
- Ability to work independently and as part of a small team.

## APPLICATION PROCESS

- After reading through this document, please contact Penelope Benton, Executive Director with any questions about the role and/or the organisation via [recruitment@visualarts.net.au](mailto:recruitment@visualarts.net.au)
- Your application is to consist of a one-page cover letter, written response to the selection criteria outlining your interest and suitability for the role, current CV, and the names and contact details of three professional referees – emailed as a single PDF. If this approach does not suit you, please contact NAVA for alternative methods.
- Applications should be sent to Penelope Benton, Executive Director via [recruitment@visualarts.net.au](mailto:recruitment@visualarts.net.au)
- No closing date has been set for this position as multiple individuals may be appointed to deliver facets of the role. NAVA will assess applications as they are received and engage in an ongoing recruitment and selection process in engaging First Nations staff to support NAVA's operations. Ideally, an initial candidate will be available to begin in March 2022.