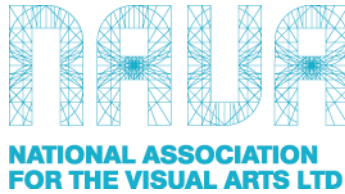


**Application form for prospective employees of  
The National Association for the Visual Arts (NAVA)**



Position being applied for: \_\_\_\_\_

**Please fill in your details**

Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact number (daytime): \_\_\_\_\_

Email address: \_\_\_\_\_

- Please attach this cover sheet to your application.

**Advice to applicants**

- Please read the job description closely
- Address the essential and desirable criteria in your application
- Include a detailed CV with your application
- Include the names and phone numbers of at least two referees
- Contact NAVA about any questions you have about the role and or the Indigenous Australian Art Commercial Code of Conduct.

**Closing date: 14 April 2008**

**Applications can be faxed, emailed or sent in the mail**

**NATIONAL ASSOCIATION FOR  
THE VISUAL ARTS LTD**

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NAVA advances the professional interests of the Australian visual arts and craft sector  
NAVA is assisted by the Australian Government through the Australia Council, its arts funding and advisory body NAVA is assisted by the Visual Arts and Craft Strategy, an initiative of the Australian, State and Territory Governments



**NATIONAL ASSOCIATION  
FOR THE VISUAL ARTS LTD**

## **The National Association for the Visual Arts**

### **THE ORGANISATION**

The National Association for the Visual Art (NAVA) is the peak body representing and advancing the professional interests of the Australian visual arts and craft sector. It is a small, government funded, not for profit, membership based organisation with its office in Sydney. NAVA generates approx half of its yearly income through membership and the sale of resources, the rest through various funding sources and donations. NAVA currently has 2 full time staff and 6 part time staff. It also engages consultants as required.

Since its establishment in 1983, NAVA has enjoyed great success. It has secured policy and legislative change to encourage the growth and development of the visual arts and craft sector and increased professionalism within the industry. It also has provided direct service to members through offering expert advice, representation, resources and a range of other services.

NAVA's constituency includes artists, craftspeople and designers, other arts professionals including curators, educators, arts writers and critics, arts administrators and agents, and a range of organisations including public, artist run and commercial galleries, arts agencies, arts service organisations, educational institutions, arts publications, manufacturers and retailers.

### **VISUAL ARTS NET WEBSITE - <http://www.visualarts.net.au>**

The Visual Arts Net website is hosted and managed by NAVA. It is the gateway to Australian visual arts and craft/design. It showcases the work of Australian artists and craft/design practitioners and explains how the sector works. Information is provided about events, opportunities, organisations, funding, training and professional practice for artists and other arts professionals.

### **THE INDIGENOUS AUSTRALIAN ART COMMERCIAL CODE OF CONDUCT**

A code of conduct is a set of standards that members of a particular profession or industry agree to follow in their work in order to set a standard of acceptable industry practice and fair dealing.

The Indigenous Australian Art Commercial Code Of Conduct (IAACCC) is an Australian visual art/craft industry owned Code that is being developed in line with Australian Competition and Consumer Commission guidelines. The Code will be a Voluntary Code.

For more information on the ACCC's industry Code development guidelines see <http://www.accc.gov.au/content/index.phtml/itemId/658186>

The objectives of the IAACCC are to:

- a) regulate trade in Indigenous artwork between artists, art centres, agents and merchants to ensure clarity and transparency of transactions
- b) ensure a fair return to artists on each transaction
- c) provide consumers with a means to check authenticity
- d) ensure an audit trail which establishes the provenance of an artwork; allowing an artwork to be traced from an artist to its end purchaser.

The project commenced in 2006 through the engagement of a consultant. During the next stage NAVA will employ an Indigenous Art Code Manager as part of the NAVA staff team.

The office location is in Sydney.

The position may involve some travel.

The position has been funded for 2 years.

<b>POSITION DESCRIPTION:</b>	
<b>Indigenous Art Code Manager</b>	
<b>Purpose of position</b>	To manage the continued development and implementation of the Indigenous Australian Art Commercial Code of Conduct, a national industry code of standards for the commercial relationships between Indigenous artists and the marketplace.
<b>Main areas of responsibility</b>	<p>This position is primarily responsible for:</p> <ul style="list-style-type: none"> <li>• Industry liaison and research leading to the finalisation of the Code rules and standards</li> <li>• Strengthening industry ownership of the Code and working with the industry to ensure its promotion and dissemination</li> <li>• liaising with key industry and government stakeholders on determining and implementing strategies for Code sign up, compliance and sanctions procedures</li> <li>• making public presentations about the Code and its associated activities</li> <li>• providing secretariat services to the Code Administration Committee</li> <li>• reporting to project funding agencies and partners</li> <li>• determining the ongoing resource needs of the Code and associated strategies and working with other NAVA staff to promote their future financial viability.</li> </ul>
<b>Special criteria</b>	This position is funded to employ an Indigenous person. The successful candidate will be required to provide confirmation of their Indigenous identity before a formal job offer is made.
<b>Organisational relationships</b>	
Position reports to	Executive Director
Positions that report to this position	none
Position liaises with	<ul style="list-style-type: none"> <li>• NAVA Projects Manager</li> <li>• Staff of the ATSIA Board of the Australia Council and Arts Law Centre of Australia; project partners Desart and ANKAAA, Code Administration Committee members</li> </ul>
Key Stakeholders	<ul style="list-style-type: none"> <li>• Indigenous artists and the Indigenous art industry</li> <li>• Australian visual art market including agents; commercial galleries, art retailers and manufacturers; auction houses and buyers.</li> <li>• NAVA, Desart and ANKAAA</li> <li>• Government regulatory bodies</li> </ul>
<b>Terms</b>	
Salary	\$60,000 pro rata plus superannuation and holiday leave
Hours of work	30 hours per week (4 days per week)

### **Major areas of responsibility**

1. Establish and manage the Code Administration Committee  
Secure appropriate members for the committee; organise meetings; set meeting agendas and take minutes; carry through actions as determined.
2. In consultation with the Code Administration Committee, finalise the Code rules and administrative procedures including the approach to complaints handling, options for in-house compliance systems, options for sanctions for non-compliance.
3. Develop strategies to achieve consumer and industry awareness of the Code.
4. Implement processes for Code take up and the monitoring of its impact.
5. Make regular reports on the progress of the Code and whether the standards are meeting industry expectations.
6. Work with specific sections of the industry to encourage Code awareness and compliance.
7. Liaise with the ACCC on the effectiveness of the Code.
8. Negotiate a cross industries agreement with the tourism industry.
9. Manage NAVA's relationships with Code funding agencies.
10. Monitor NAVA's role in being responsible for the Code.
11. In association with NAVA staff, seek resources for the Code's ongoing operations.
12. Liaise with the industry on the Code and attend meetings of industry networks related to the project and its outcomes.

### Other areas of responsibility

#### Advisory Services

In association with other staff, provide expert advice, referrals and information to members and other enquirers.

Supervise additional project staff as required.

Manage consultants as required.

### Experience and skills required

#### **Essential**

The applicant will need to demonstrate:

- proven project management experience and/or legal experience
- proven liaison and negotiation skills
- a good understanding of the business requirements associated with the making, buying and selling of Australian Indigenous art and craft
- proven experience in working with Indigenous people and adhering to cultural protocol
- excellent verbal and written communication skills including experience in research, writing and editing
- project reporting skills and experience in managing budgets
- good computer skills in a range of programs such as Word and Excel
- experience in working to a committee
- ability to work efficiently both independently and cooperatively as part of a small team
- sound time management skills

#### **Desirable**

- experience in the implementation of regulatory systems
- ability to source funding and prepare funding applications
- experience in negotiating with government agencies on policy considerations and implementation
- experience in public speaking, leading discussions etc
- ability to develop and implement promotional campaigns.