

**Position:** Sales Assistant (Aboriginal and Torres Strait Islander Identified Position)

**NPYWC Program:** Tjanpi Desert Weavers

**Employment Details:** Full Time, Part Time or Casual

**Location:** Alice Springs

**Base Salary:** \$67,233.97 - \$72,403.63 p.a. (based on experience) plus superannuation and additional benefits

**Additional Information:** The Racial Discrimination Act\_1975 (Cth) Section 8 Special Measures Clause, allows for preferential recruitment of ATSI applicants. NPY Women's Council does seek to apply such Special Measures within the extent of the law.

## What we do:

We are an Anangu-led organisation, governed by women's law, authority and culture. We deliver health, social and cultural services for all Anangu.

## Our Values:

We believe in the strength of Anangu people, culture, and the collective agency of women. We are dedicated to delivering more and better choices for our communities. We are committed to Malparara way – a cross cultural practice framework specific to NPYWC that respects the contribution Anangu and non-Indigenous people, working alongside each other, bring to the organisation

We are a trauma-informed organisation and this guides our work.

## Your Team:

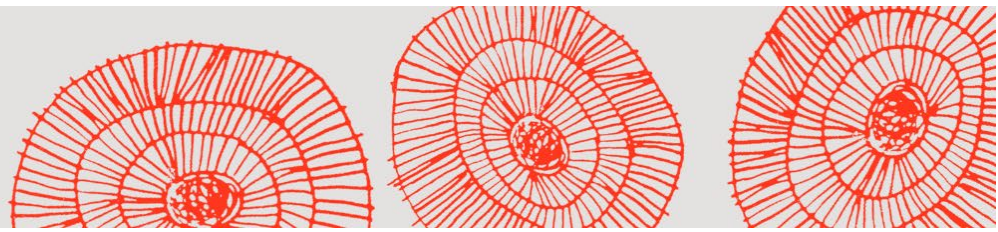
Tjanpi Desert Weavers (Tjanpi meaning grass) is the award-winning, Indigenous governed and directed social enterprise of the Ngaanyatjarra, Pitjantjatjara and Yankunytjatjara Women's Council (NPYWC).

Tjanpi empowers over 500 Anangu (Aboriginal) women, across a 350,000 sqkm area of the tri-state region of NT, SA and WA to create innovative, nationally-acclaimed fibre artwork, earn an income to look after their families and remain in their communities on Country.

In addition, Tjanpi Desert Weavers holds a number of exhibitions throughout the year in public institutions and with commercial galleries both nationally and internationally, and retails its work to wholesale outlets across Australia.

## Your Role:

Your role is to assist the Sales and Marketing Officer to reach sales targets by supporting a number of activities such as photographing artworks and editing images, cataloguing artworks, packing order for distribution to customers and retail stores across Australia and assisting customers in the Gallery.



## Your Responsibilities:

- Be the external face of Tjanpi Desert Weavers to customers visiting the Gallery two days a week. Encouraging sales through messaging the social enterprise and providing a professional customer service to visitors.
- Catalogue Tjanpi sculptures and baskets using Stories Artists Money (SAM) database.
- Photograph and edit images of artworks.
- Purchase sculptures and baskets from Tjanpi artists according to recommended guidelines and ensure all documentation is complete in accordance with the purchase procedures.
- Select, pack and freight website and wholesale orders as requested.
- Update and upload images on the Tjanpi website.
- Carry out filing and archiving including electronic archiving of Tjanpi photos.
- Provide sales support at fairs, festivals and markets as required and the packing and unpacking of the vehicles before and after such events.

## Skills and Experience:

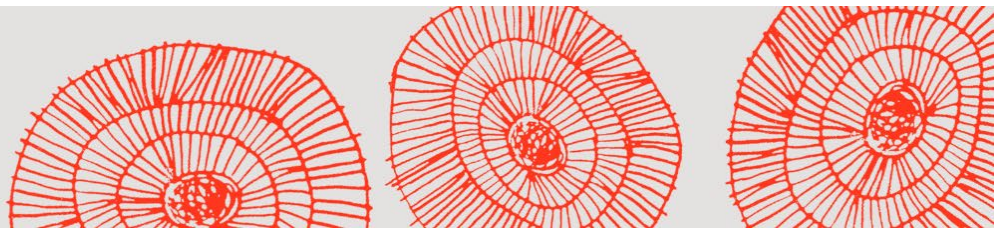
- Demonstrated experience in retail sales and or administrative work in the arts and / or craft sector or the ability to learn quickly.
- Demonstrated ability to handle money responsibly and keep accurate records of transactions.
- Working knowledge of Microsoft Office programs and a keen interest to learn a range of software programs and electronic filing and information systems.
- Self-motivated and a keen interest to learn.
- Time management and general organisational skills; attention to detail; ability to set priorities and work with minimal supervision.
- The ability to work with patience and good humour in a cross-cultural environment with Tjanpi artists from remote communities, staff and customers from various backgrounds.
- Ability to work both independently and within a small team, and to thrive in a busy environment and juggle multiple tasks.

### Desirable:

- Experience in working in a community organisation.
- Familiarity with photo editing software.
- Experience photographing artworks.

## Remuneration:

- Base Salary: \$67,233.97 - \$72,403.63 per year
- 11 % Superannuation
- Generous Leave Entitlements
- Salary Packaging Benefits
- Retention Bonus



- Familiarity with Stories, Art & Money (SAM) software.

## Employment Conditions:

- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.
- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Remote positions include accommodation. Usually this is stand-alone accommodation, however from time to time, based on accommodation and service delivery demands, this situation may change and staff may be required to co-share a NPYWC leased or owned property.
- Every employee is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.
- We require some remote based and travelling staff to have a current Australian driver's licence.
- We require some remote based and travelling staff to be able to operate a manual 4WD vehicle or have a willingness to undertake training.
- All employees are required to have a First Aid certificate or have a willingness to undertake First Aid training.
- All employees are required to meet the relevant State and Territory mandatory vaccination requirements.
- A good level of health and fitness that matches the requirements of the role is required. If necessary NPYWC may require an employee to undergo a pre-employment medical assessment.

**We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.**

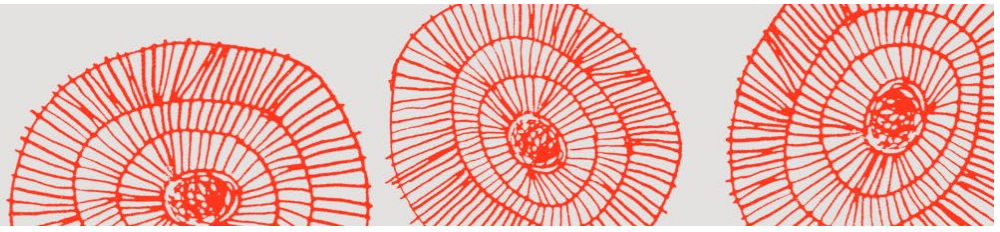
**All information will be held in the strictest of confidence.**

To find out more about this position, please contact Michelle Young on 08 8958 2377 or visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

**ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION**



**Ngaanyatjarra  
Pitjantjatjara  
Yankunytjatjara  
Women's Council**



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Employee Name (Please Print)

.....  
Employee Signature

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Date