



Waltja Tjutangku Palyapayi

SCHEDULE A - DUTY STATEMENT

MEDIA/ART FIELD TRAINEE

2 trainee positions

POSITION DESCRIPTION:

These 2 trainee positions are for Aboriginal young persons who want to learn multi-media skills in a friendly and supportive workplace. Waltja is an Aboriginal community organisation, providing services across remote central Australian communities. Our media/art trainees will learn and assist with Waltja's publications and databases, including website, social media and on-line art marketing. They will also join in Waltja meetings, and travel out to remote communities, to provide media support to our fieldworkers and to share their media skills with young people in communities.

All trainees must be willing to work primarily with computers and digital technology, undertake training, and be a positive and proactive part of the Waltja team. Media/art trainees will learn on the job in the Waltja office under the supervision of experienced senior Aboriginal workers, and under the supervision of experienced field workers during regular remote area field trips.

Position:	Media/Art Field Trainee
Reports to:	Multimedia Worker
Contracted time:	25 hours per week, 5 days a week, 6 months fixed term.
Required:	Regular travel to designated remote communities (approx. one trip of 2-4 days a month)

Duties and Responsibilities:

- Actively participate in Waltja's organisational activities and events such as Directors Meetings, AGM and workshops.
- Support the production of reports, Family News Magazine, posters, fliers, promotional clothing and items, other publications as directed.
- Assist with keeping Waltja's social media and web information current.
- Learn how to use the Art Management System, and catalogue art works and artist information and process donations and sales.
- Learn to assist Waltja field workers on regular trips to remote communities, assist with documenting events and creating stories.



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- Follow media/ art team procedures and general office procedures.
- Maintain a daily worksheet to record all your activities and logged hours
- Maintain a tidy workplace, maintain and secure all office IT equipment.
- Learn how to work with a media team supporting various projects for the whole organisation. Be a positive and proactive team member in the office, in workshops and on community visits.
- Assist with market stalls and marketing and fund-raising initiatives.
- Assist with project photocopying, laminating, printing and design work. Assist artists with setting up areas for painting.
- Be willing to undertake accredited and on the job training to improve skills and qualifications.

SCHEDULE B

Award conditions will be offered as part of this contract of employment. The employee acknowledges and agrees to the following conditions set out in this schedule.

Level:	SCHADS Award Level 2
Superannuation:	10%
Travel:	\$70/night for remote travel
Work Kit:	swag supplied
Annual leave:	4 weeks pro rata
Personal Leave:	10 days pro rata
Ceremonial Leave:	Up to 8 weeks leave without pay
Compassionate:	3 days paid leave, 3 weeks leave without pay for immediate family.
Flexible working hours and time in lieu arrangements instead of overtime.	

Salary Sacrifice will increase your take home pay:

Salary Sacrifice is a benefit available to employees in the Community Services sector. It enables employees to reduce their taxable income, by having a proportion of their salary allocated to bills and basic living costs before tax is calculated.

Under Legislation there is a capped limit on the amount you can salary package each fringe benefit tax year (1 April to 31 March)

For employees who work for a Public Benevolent Institution the capped limit is \$15,899.90 (\$30,000 grossed up)

There are a range of salary packaging options that apply and these should be discussed with Waltja's finance team.



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Interested in working as a Trainee at Waltja please submit a cover letter with your resume to answer the following. There are no right or wrong answers:

Why do you want to work at Waltja

Do you know anyone here at Waltja

Do you have your own transport and a license

What were you doing in your last job

How long since you last had a job?

This job will mean going bush with the field workers quite often. Will you be okay with being away from Alice?

Anything else you want to tell us?