



**NATIONAL
ASSOCIATION
FOR THE
VISUAL ARTS**

Deputy President Millhouse
Arts and Culture
Modern Awards Review 2023-2024
Fair Work Commission
awards@fwc.gov.au

15 January 2024

Modern Award Review – Arts and Culture Sector (AM2023-21)

Submission by National Association for the Visual Arts (NAVA) -
additional information

Background

During the Fair Work Commission's consultation with interested parties on 20 December 2023, Deputy President Millhouse requested detail be provided for arts occupations not covered by a modern award. This request was made in reference to page 9 of the written submission to the Modern Award Review – Arts and Culture Sector (AM2023-21) by the National Association for the Visual Arts (**NAVA**), dated 4 December 2023.

Occupations in the visual arts, craft and design

This submission first outlines indicative qualifications and duties for occupations in the visual arts, craft and design followed by an appendix which explains the context for some roles.

The term "artist" is used to encompass visual artists, as well as craft and design practitioners.

Please don't hesitate to contact me for further information I can provide.

Sincerely,

Penelope Benton
Executive Director

Artist

Indicative qualifications

An **established** artist has reached a high level of achievement in their career, having created a substantial body of work, and gained national and international acclaim for their contribution to their discipline and sector.

A **mid-career** artist has been developing an independent body of work and practice over several years, gaining recognition at a state and national level. This type of recognition can be achieved through public presentation of work, publication in magazines, online commentary such as essays and broad industry acknowledgement.

An **early-career** artist is in the initial stage of their professional career. They may be undertaking, or have recently completed, specialised training or study and are actively committed to professional practice. This may mean they are pursuing new and varied opportunities, dedicating time to making and developing work, showing, or performing in exhibitions and at events, increasing public and industry awareness of their practice and reputation, seeking representation and beginning to develop networks and collaborate creatively.

Indicative duties for artists include, but are not limited to:

- Conceive and develop ideas for artistic presentation using guidelines from a commissioning buyer or at their own initiative for galleries or organisations.
- Select the artistic medium.
- Select, find and prepare the materials.
- Select and apply artistic techniques and technical skills to arrange objects, apply and/or transform materials into desired shape to present to an audience.
- Develop applications for funding grants and scholarships and submits work for peer review in formal refereeing processes for exhibitions.
- Contribute to education packs aligned with exhibitions for schools.
- Develop and teach workshops.
- Prepare and present talks, participate in panel discussions and forums.
- Judge an art prize.
- Peer-assess grant applications.
- Attend meetings regarding a commission.
- Consult/give advice.
- Work as an artist in residence.
 - Conceive and develop ideas as a guest artist in a host environment in line with the objects or aims of the residency.
 - Comply with workplace codes of conduct and other regulatory requirements.

Public Artist

Indicative qualifications

Public artists may have a bachelor or masters degree in visual arts or equivalent industry experience. They may also hold formally recognised or informally acquired project management skills and or architecture and engineering skills.

Indicative duties include, but are not limited to:

- Visual conception, planning, and installation of public artworks, or provide clear instructions on installation.
- Undertake independent research into the site and formulate an original design concept which integrates the brief of the tender organisation with legal codes, technical requirements, and the environmental, cultural and historical character of the site.
- Develop and present project tenders containing costings, timetables, and art models/diagrams in a competitive tendering process.
- Develop and implement appropriate consultation techniques to involve stakeholders such as the local council and the community in project development.
- Establish the reasonable lifespan of an artwork.
- Communicate regularly with the commissioner and collaborators.
- Consider, communicate, plan and, where possible, ensure the accessibility of installed artwork.
- Arrange the structural certification of the artwork.
- Promote, market, and explain artwork to the media, council and local communities.
- Senior practitioners usually hold executive responsibility for the project and must have time, budget, and people management skills. They recruit, supervise and coordinate project workers as required and may liaise with tradespersons and sub-contractors. Project workers themselves exercise different levels of responsibility depending on factors such as the size of the project and personal experience.

Arts workers

Access Coordinator

Indicative qualifications

Tertiary qualifications in arts administration or relevant industry experience. Lived experience as a d/Deaf and Disabled person. Demonstrated experience working with artists who identify as d/Deaf and/or Disabled.

Indicative duties include, but are not limited to:

- Regularly consult with the Access Advisory Panel and wider d/Deaf and Disabled communities on all aspects of accessibility.
- Lead the development and implementation of the Disability Access Plan (DAP).
- Enhance physical accessibility at the gallery or venue through collaboration and meaningful improvements.

- Gather and disseminate accessibility information, ensuring accessibility on the gallery or organisation website and promotional material.
- Collaborate with artists and the team to facilitate access services at exhibitions and events.
- Conduct outreach to identify barriers for d/Deaf and Disabled people, develop strategies for participation, and ensure access requirements for artists are met.
- Collect and analyse access-related data, provide recommendations to management, and serve as an advocate for access and inclusion within the organisation.

Advisor

An artist or art worker with specialised knowledge who acts in an advisory capacity. Typically meeting regularly, ranging from one to two times per month to quarterly or biannually, and sometimes on an ongoing basis, these groups may be engaged for a year or more or for a specific one-off project.

Duties include, but are not limited to:

- Provide strategic direction, advocacy and policy advice.
- Offer high-level input into planning and operational processes for arts venues and programs.
- Advise on potential collaborations and partnerships.
- Advise on communication strategies, engagement, and consultation.
- Address sensitive and contentious issues.
- Meeting regularly on an ongoing or specific one-off project basis.

Business / Operations Manager / General Manager

The Business / Operations Manager / General Manager oversees the day-to-day operations of the gallery or organisation and facilities. They are responsible for the development of policy including risk management and WHS. They support the Director in the development and management of strategic partnerships as well as financial management of the gallery or organisation. They prepare funding applications, reports, and acquittals.

Indicative qualifications

Tertiary qualifications or professional qualifications or equivalent experience in arts administration or business management and/or relevant professional experience and expertise in finance, governance and operations of an arts or related or organisation.

Indicative duties include, but are not limited to:

- Fulfil Board and company requirements.
- Organisational administration including human resources and office management.
- Overall financial management including annual budget, invoice, and payroll processing, administering and acquitting funding.
- Contribute to operational, strategic and project planning.
- Manage IT requirements, providing IT assistance to staff, coordinate maintenance and support, support exhibitions team with IT requirements for galleries and exhibitions.

- Manage WHS, provide OHS advice for exhibitions, events, and public programs, and monitor compliance.

Conservators and Registrars

Conservators are primarily responsible for the physical care, preservation, and restoration of artworks.

Registrars focus on the administrative and logistical aspects of art collections, ensuring proper documentation, movement, and care of items.

Indicative qualifications

People may enter conservation after studying art history, fine arts, chemistry, physics or various trades, or have professional experience in conservation ethics, materials technology and deterioration, collection management principles, environmental issues and hands-on conservation skills.

Indicative duties include, but are not limited to:

- Clean, repair, and stabilise artworks, employ scientific methods and specialised techniques to conserve artworks in the collection.
- Track the location and condition of artworks, handle logistics for internal and external loans or exhibitions, and maintain accurate records.
- Lead documentation, cataloguing, and storage of the collection and its online presence.
- Examine artworks in the gallery's collection to determine their condition and maintain detailed documentation of their condition, including photo-documentation.
- Assess conservation and preservation needs, participate in optimal preventive conservation activities and procedures, and undertake research.
- Assist in the identification and management of hazards present in the collection.
- Design and construct suitable supports for artwork for display and storage purposes.
- Track the location and condition of artworks, handle logistics for loans or exhibitions, and maintain accurate records.
- Prepare and pack artworks for travel to storage areas, exhibition locations, and outside institutions to ensure the artworks are not damaged in transit.
- Assist with ensuring the safety, security, location control, and maintenance of artworks on display and in storage.

Curator (including Senior Curator and Curatorial Assistant)

Curators can be engaged on an ongoing basis or a project based/non-ongoing basis. Curators work mainly indoors, but they may be required to travel extensively on field study.

The **Curatorial Assistant** assists with the research, development and delivery of high-quality exhibitions and displays, publications and online content. They assist in the development of the collection by following up potential acquisitions and preparing acquisition proposals.

A **Senior Curator** leads the programming of the gallery, which incorporates diverse artistic styles and perspectives. They support the development and reporting of the annual budget,

initiate ideas for public events and oversee the design, interpretation, and logistics of exhibitions. They lead the development of an art collection and systems and procedures for collection management. They are generally responsible for managing at least one member of staff.

A **Curator** usually specialises in a broad discipline, including contemporary art, anthropology, fine art, Indigenous art, decorative arts, natural history, social history, science, or technology, and within that discipline they are generally recognised as authorities on one or more specific subject areas possessing extensive critical and historical knowledge and community engaged experience.

Indicative qualifications

Typically possess a bachelor degree or higher qualification.

Indicative duties include, but are not limited to:

- Develop curatorial programs, incorporating exhibitions, engagement initiatives, and creative projects.
- Successfully deliver exhibitions, engagement programs, and collection research, preparing related texts and publications.
- Coordinate the contracting of artists, associate curators, and professionals, ensuring adherence to industry standards and meeting contractual obligations.
- Supervise exhibition design, timelines, scheduling, and oversee implementation, installation, and de-installation, ensuring timely completion.
- Assist in researching and preparing high-level written material for reports, acquisition proposals, signage, social media, catalogues, and other publications related to curatorial and collection programs.
- Contribute to significance assessments for proposed acquisitions and objects in the permanent collection.
- Care for artworks and objects, identifying conservation needs, managing loans, and ensuring relevant interpretation for contemporary audiences.
- Acquire items for collections, examining condition and authenticity.
- Classify and arrange conservation and restoration work.
- Maintain records, organise and participate in display teams, initiate research and publication programs, lecture and write about collections, supervise support staff, and handle administrative duties associated with collection use and care.

Development Manager/ Fundraising Manager

The Development and/or Fundraising Manager identifies, cultivates, and maintains donor relationships. Working with the Director, they develop fundraising strategies and campaigns that align with the gallery's objectives. They actively seek out new patrons and bequests. They lead and support grant applications to a range of funding and grant-giving bodies including state and federal governments and private trusts.

Indicative qualifications

May possess a tertiary qualification in arts management, business administration, non-profit management, or a related discipline and/or equivalent industry experience.

Indicative duties include, but are not limited to:

- Collaborate on an annual plan for fundraising activities.
- Research, identify, and steward donors, aiming for multi-year donations and optimising loyalty.
- Set annual donation targets, implement strategies, and review fundraising programs in consultation with the Executive and Board.
- Manage budgets, increase awareness of the gallery's donor program, and prepare progress reports for stakeholders.
- Stay informed on philanthropy practices, contribute to team and fundraising committee meetings.
- Identify trusts and foundations, prepare submissions, manage relationships, and ensure compliance with funding agreements.
- Draft funding applications, contribute to a central calendar, and alert staff to opportunities for government grants.
- Coordinate the implementation and use of CRM database, ensuring data accuracy and strategic reporting.
- Coordinate high-quality events, oversee invitation lists, and record supporter attendance.
- Develop an annual event plan for venue-for-hire and corporate partnerships, supporting revenue diversification.
- Support the development of policies and procedures, hospitality partnerships, and event operational standards.

Director

Directs the operations of an organisation, such as art galleries, for the achievement of policy and objectives.

Indicative duties include, but are not limited to:

- Oversees the implementation of governance, policies, and directives under the broad direction of the Board (where mandated).
- Develops organisational vision, artistic vision and program and organisational values.
- Facilitates development, management, and revision of organisation policies.
- Responsible for broad strategic planning of future projects.
- Financial strategic planning, including sponsorships and manages and coordinates organisational budget.
- Liaises and consults with the community, individuals and organisations about programs and policies.
- Provides expert advice to key stakeholders.
- Appoints and manages staff, including work performance, training, and development.
- Publicly represents the organisation.

Education and Public Programs Officer / Manager

Designs, develops and delivers contemporary and engaging arts and cultural experiences and enrichment programs for children, young people and adults that are integrated into the museum/gallery's programs and collection - this includes programs that cater to a diversity of audiences and marginalised communities.

Indicative qualifications

May possess relevant tertiary qualifications (such as in Contemporary Art, Art History, Curatorial Studies, Arts Management, Fine Arts), and a good knowledge of contemporary art and culture. Experience in the development of public programs and/or learning and access programs for diverse audiences, and an interest in interdisciplinary programming initiatives that connect to Australian curriculum priorities.

The Education Coordinator develops a program to encourage school visitation targeting primary, secondary and tertiary along with senior programmes. They identify opportunities to link curriculum outcomes with the exhibition program and may manage an outreach program. They lead a team of paid staff or volunteers that give talks to various age groups and write education material to promote the exhibitions and permanent collection.

Indicative duties include, but are not limited to:

- Coordinate and promote education, access and outreach programs including liaison with teachers and schools.
- Develop educational resources relevant to curriculum needs of primary, secondary and tertiary sectors.
- Conduct regular program evaluation to ensure Education Program is responsive to state and national curricula requirements, and broader education priorities and initiatives.
- Market and promote education, access and outreach programs to effectively target priority schools, tertiary and community contexts.
- Plan, develop and support the implementation of an annual calendar of education and public programs to engage museum and gallery audiences.
- Grow audience engagement across education and public programs with high quality, innovative and engaging programming.
- Consider and consult with members of the Deaf and d/Disability, community and culturally and linguistically diverse (CaLD) groups when developing strategic programs.
- Support the development of and implement audience evaluation of programs and activities that capture feedback and insights into programming and the visitor experience.

The Public Programs Officer develops innovative and diverse engagement programs for the community, working closely with the Gallery Director and/or Senior Curator. They develop and manage public events, provide technical support, coordinate catering, and run a booking service. They are responsible for volunteer training and guided tours.

Indicative duties include, but are not limited to:

- Coordinate planning, logistics, and delivery of in-gallery and digital public programs, including special events.
- Manage correspondence, liaise with stakeholders, and establish AV requirements for presenters.
- Coordinate contractual requirements, prepare run sheets, and coordinate staff and volunteers, oversee casual Public Programs Assistants.
- Work with the Marketing team to create web announcements, design content, and monitor event sales.
- Develop and maintain contacts within the academic, education, arts, and cultural sectors.

- Coordinate volunteers and staff over the event (and related arrangements including bar open and closing times, cloaking, ticketing, set up and pack down).
- Coordinate and host presenters, oversee event logistics and volunteers, and act as a host for specific events.
- Coordinate documentation of events, maintain archives.
- Compile attendance records, prepare thank-you correspondence, and conduct program evaluations.

Executive Assistant / Administration Officer

Indicative qualifications

May possess a relevant tertiary qualification in visual arts, arts administration or undertaking study towards obtaining the same or equivalent experience. Highly knowledgeable about contemporary art and sector stakeholders.

Indicative duties include, but are not limited to:

- Provide administrative support to the Executive, managing diary, correspondence, and documentation.
- Coordinate meetings, including invitations, agendas, room bookings, catering, minutes, and action items.
- Research and prepare speaking notes for the Executive for various events with external stakeholders.
- Ensure timely availability of Board reports and meeting materials.
- Act as a key contact for external stakeholders, assist with financial management, and contribute to curatorial programming and related initiatives.

Exhibitions, Touring and Collections Manager / Coordinator

An **Exhibitions Manager** or Coordinator is primarily concerned with planning, organising, and implementing exhibitions within a specific institution.

A **Touring Manager** or Coordinator organises and manages touring exhibitions that move from one venue to another.

A **Collections Manager** or Coordinator is responsible for the care, documentation, and organisation of a gallery's permanent collection.

Indicative duties include, but are not limited to:

- Coordinate exhibition installation and display, handling scheduling, contracting, and communication with stakeholders.
- Collaborate with the exhibition curator on planning, logistics, and delivery for build and display requirements and budgeting.
- Contract and schedule the installation team, leading and working as part of the team.
- Organise return freight and packaging for artists, as well as incoming freight for specific exhibitions.
- Maintain gallery storeroom and equipment, ensuring WHS compliance and safety.
- Ensure safe and organised storage of exhibition artworks pre- and post-exhibition.

- Assist in delivering public programs for exhibitions or on-site events as required.
- Work closely with the Curator and Exhibitions Manager to manage expenditure in line with agreed exhibition budgets.
- Maintain up-to-date artist and venue contact details.
- Prepare contracts for exhibitions and assist in the preparation of grant applications and acquittal reports.
- Obtain exhibition reports from touring venues, including attendance figures, public program information, and images of installations.

Touring

- Prepare touring installation manuals, condition reports, and pre-install kits.
- Create truck packing guides for touring exhibition freight.
- Liaise with tour venues on display dates, installation timeline, logistics, and assistance for public programs.
- Attend interstate venues to lead/supervise the install of touring exhibitions when required.
- Book installation team flights, cars, trucks, and accommodation, assisting with installations at touring venues.

First Nations Art Centre Manager

The Art Centre Manager leads and manages all aspects of the Art Centre to support the artists to realise their artistic and commercial potential and strengthen the community. This includes strategic and business planning; creative direction and professional development of artists; marketing, sales and promotion of the artists' work; supporting cultural maintenance; and governance, administration and financial management of the art centre business.

Indicative qualifications

May possess tertiary qualifications and/or work experience in visual arts or a related industry, understanding of the Aboriginal art industry, contemporary arts practices, and the broader visual arts landscape. Proficiency in organisational management, including strategic planning, staff management, financial administration, office procedures, sales, and arts marketing, and an understanding of working with and reporting to Indigenous groups, individuals, and communities.

Indicative duties include, but are not limited to:

- Strategic planning in consultation with the governing committee, staff, and artists.
- Implement and regularly review the Art Centre's business and strategic plans.
- Collaborate with the Art Centre Board.
- Uphold principles of good governance for an Aboriginal Corporation, complying with Office of the Registrar of Indigenous Corporations (ORIC) and Indigenous Art Code (IartC).
- Recognise and respect existing traditional law and leadership frameworks as they impact on the governance of the Art Centre
- Manage organisation finances, secure and administer funding, work closely with accountants and auditors, and report to the Board and funding bodies.
- Maintain day-to-day administrative procedures, including correspondence, stock control, retail and wholesale sales, and contract management.

- Develop and implement marketing and sales strategy, promoting the Art Centre and its artists nationally and internationally.
- Develop new business opportunities for the Art Centre such as merchandising, licensing, cultural tourism etc.
- Monitor pricing in accordance with market demand.
- Provide artistic and professional development, manage the production of quality art, document artists' biographical details, and preserve artists' intellectual property.
- Build strong relationships with artists, Elders, community members, and external stakeholders.

First Nations Art Centre Studio Coordinator

Studio Coordinator is responsible for managing the studio space and supporting artists to make their art and develop their professional capabilities. They also work closely with the Art Centre Manager to support them in overall management of the Art Centre and exhibition schedule to ensure that the vision is achieved, and compliance obligations and sustainability are maintained.

Indicative qualifications

May possess tertiary qualifications and/or work experience in visual arts or a related industry, understanding of the Aboriginal art industry, contemporary arts practices, and the broader visual arts landscape. Experience in exhibition coordination and working with colour, mixing colour.

Indicative duties include, but are not limited to:

- Manage and maintain the studio, ensuring it operates in line with WHS requirements.
- Order and distribute professional art supplies, provide guidance on Art Centre procedures, and train Art Workers in studio practices.
- Organise professional development opportunities and cultural events for artists and staff.
- Facilitate the production of professional art works, supporting artists to use fine art materials to a high standard.
- Catalogue completed artworks using SAM database software, document artists' details, and assist in copyright protection.
- Assist in marketing and promotion, updating the website and social media pages, and coordinating freight and packaging of artworks.
- Support day-to-day operational and administrative tasks, including customer service, sales, reporting, and financial administration.
- Develop relationships with artists, and promote Indigenous language, culture, and tradition.

First Nations Art Centre Studio Art Worker

Work in a team with art centre staff to support artists and look after the studio to keep the art centre business strong. Protect Aboriginal art and culture for the future and promote understanding of local law, rules, languages, and manners.

Indicative qualifications

The role generally includes professional development and on the job training.

Indicative duties include, but are not limited to:

- Collect and document artists' stories, photograph artworks, and safely handle and store art in organised spaces.
- Interpret and translate for artists and non-Aboriginal staff, setting up studios and preparing art materials.
- Maintain a clean and safe workspace, assisting with daily studio cleaning and arranging artists' meals.
- Assist elderly/disabled artists with equipment, organise travel for country visits, and track art supplies.
- Sales and marketing support, transportation of artists, shopping for the art centre.
- Receive and unpack artwork supplies, assist with special events, and travel to events as a support worker.
- Create videos for presentations, website, and social media, contributing to the broader artistic promotion.

Front of House / Visitor Services

Front of House / Visitor Services welcomes visitors to the gallery and undertakes administrative and retail-oriented duties to support gallery operations. They attend to telephone and email enquiries, oversee the development and maintenance of mailing lists/databases and order stationery and art materials as required. They oversee purchasing stock for the gallery shop, reconciliation of gallery sales, collate data and statistics relating to attendance, visitor surveys, social media, financial, and website page views.

Indicative qualifications

May possess relevant tertiary qualification in museum studies, arts, hospitality or frontline management or study towards obtaining the same or equivalent experience to carry out the range of duties required. Demonstrated knowledge of contemporary art and sector stakeholders.

Indicative duties include, but are not limited to:

- Oversee all aspects of front-of-house operations, ensuring exceptional visitor service and effective retail operations.
- Manage and support Gallery Assistants and volunteers to meet front-of-house needs.
- Supervise shop sales, including ordering, ticketing, cash register operation, reconciliation, stocktaking, displays, and security.
- Contribute to promotional campaigns promoting the Gallery's programs and services.
- Monitor and report gallery maintenance issues and workplace health and safety incidents, liaising with Council staff and contractors.
- Record and manage stakeholder enquiries and feedback on various Gallery activities.
- Maintain databases, administration, and financial records related to front-of-house and shop operations, staff, and volunteers.
- Perform basic administrative tasks such as raising and receipting purchase requisitions, implementing front-of-house procedures, conducting risk assessments, and preparing correspondence.

Gallery Assistant / Attendant

Indicative duties include, but are not limited to:

- Greet gallery visitors, provide general information, and refer specific inquiries to appropriate staff.
- Keep accurate records of gallery visitors and answer phones, handling public enquiries.
- Coordinate weekend operational aspects of Front of House, including opening/closing, invigilation, and artwork supervision.
- Assist with hospitality and customer service support at openings and events.
- Collaborate with the Gallery Manager on administration and marketing tasks as required.

Marketing and Communications Manager/Coordinator

The Marketing and Communications Manager or Coordinator ensures an effective communications and marketing strategy is implemented. They are a skilled copywriter responsible for building organisational profile, production and delivery of all marketing collateral, including annual programs and reports, posters and catalogues. They prepare media releases, website content, e-news and promote the gallery or organisation through social media.

Indicative qualifications

May possess tertiary qualifications in marketing and communications and/or experience in marketing, communications, and brand management. Must have knowledge of contemporary art, Indigenous Cultural and Intellectual Property (ICIP) and artists' Intellectual Property (IP) rights.

Indicative duties include, but are not limited to:

- Develop comprehensive marketing plans aligned with organisational goals, identifying target audiences and engagement strategies.
- Maintain and enhance the gallery or organisation's brand image and identity, ensuring messaging consistency across platforms.
- Oversee the organisation's online presence, implement digital marketing campaigns, and monitor social media metrics.
- Produce compelling content for marketing materials, including press releases, newsletters, and promotional content.
- Cultivate relationships with media outlets, journalists, and influencers, coordinating press coverage for exhibitions, events, and programs.
- Execute promotional strategies for exhibitions, events, and programs, coordinating cross-promotion with other departments.
- Implement audience engagement strategies, fostering community online and offline.
- Manage the creation of marketing materials, collaborating for high-quality production, and utilise analytics tools for impact assessment.

Producer (Visual Arts Festival)

Indicative qualifications

May possess relevant tertiary qualification or demonstrated capability through past industry experience in contemporary visual arts, event management.

Indicative duties include, but are not limited to:

- Negotiate, prepare, and finalise artist contracts, ensuring compliance with technical production requirements and securing adequate insurances.
- Monitor project budgets, manage expenditure commitments, and address identified financial variations.
- Support the Artistic Director in curatorial research.
- Coordinate the development of event schedules in collaboration with the event programming team.
- Participate in design reviews to maintain the creative integrity of projects.
- Develop project briefs to meet marketing, stakeholder, and scheduling requirements.
- Liaise with stakeholders, including venues, artists, agents, and promoters, and collaborate with Design and Marketing teams to produce necessary collateral for project delivery.

Specialist Technician, Production, and Installation

Indicative qualifications

Demonstrated skills and 3-years' experience with all technical areas of installing exhibitions in contemporary art galleries. Proficient with a range of power tools, adept in painting and construction, and skilled in the careful handling of crates and packaging. Extensive knowledge of international museum practices pertaining to art handling, display techniques, art transport, and overall care and movement of artworks. Thorough understanding of the diverse needs of contemporary artists and the presentation and installation of their work in a gallery environment.

Indicative duties include, but are not limited to:

- Implement technical and construction aspects for art exhibitions, including preparation of production drawings, production of infrastructure and exhibition furniture, ensuring building compliance, and following WHS policies.
- Installation and demounting of artworks, carpentry, and painting.
- Unloading and loading of crates and heavy object moving, setting up lighting, sound systems and audio-visual presentations.
- Perform daily maintenance of artwork on display and exhibition infrastructure, including cleaning.
- Manage workshop storage facilities, oversee maintenance, track stock inventories, and ensure facilities are clean, safe, and in optimal condition.
- Lead construction teams for assigned projects, including sourcing materials, and induction and supervision of staff and contractors working on the exhibitions.
- Handle packing and crating requirements for artwork, including the preparation of technical specification documentation.
- Stay informed about national and international best practices in art exhibition and display, design, and art handling practices related to contemporary visual culture.

Casual Gallery Installer

Indicative qualifications

Demonstrated skills and experience with all technical areas of installing exhibitions in contemporary art galleries (with at least 1-year comparable industry experience).

Indicative duties include, but are not limited to:

- Assist with the installation of exhibitions and occasional exhibition tasks prior to and after install periods.
- Work on all technical aspects of the exhibition installations including painting, hand and power tools, measuring and calculations, hanging processes.
- Package, condition report and store artworks, adhering to safeguarding practices.
- Install audio-visual equipment in various required setups and spaces, including projectors, speakers, TVs, media players, cabling.
- Construct exhibition display structures including false walls, plinths, shelves.
- Work from heights and in workshop spaces, adhering to health and safety guidelines.
- Clearly and effectively communicating with a wide range of artists, visitors, and staff.

Volunteer Coordinator

Indicative qualifications

Specific qualifications vary depending on the organisation and its requirements. May possess tertiary qualifications in a relevant field such as arts management, event management, volunteer management may be beneficial. Demonstrated experience working across exhibition or festival projects in an art institution or similar, and a commitment to promoting the work of artists and making contemporary art accessible to diverse audiences is essential.

Indicative duties include, but are not limited to:

- Recruit, train, roster and coordinate the volunteer workforce to provide high-quality visitor experiences and services to the gallery or organisation.
- Develop policies, procedures, manuals, and other documentation to support volunteer strategies.
- Monitor, analyse and report on volunteer participation rates across all Gallery operations.
- Conduct analysis of feedback and statistics of volunteer and participation programs.
- Problem solves operational and visitor issues, documenting and communicating key visitor and volunteer feedback to relevant staff.
- Implement and evaluate a volunteer training program to ensure continuous improvement of audience engagement initiatives and ensure professional standards of practice.
- Acknowledge and appreciate volunteers for their contributions, fostering a positive and supportive volunteer culture.

Appendix

Artist
Artists' careers do not generally follow a typical upward trajectory. There may be times of intensive and overlapping work periods followed by stretches of little to no project work. A variety of professional development activities and experimentation may take place as an artist navigates their career.
<i>Artist Fees (new work)</i> Artist fees are paid to artists when commissioned to create a new artwork. It is payment for the time, ideas, labour and skills that an artist expends in creating artworks and making them available to the public. Artist fees are paid to artists for participating in a non-selling exhibition or exhibitions where the focus is not on sale of artwork. A separate production fee is paid which covers materials and other costs for the presentation of the artwork.
<i>Residencies</i> <i>Indicative duties include, but are not limited to:</i> <ul style="list-style-type: none">• Conceive and develop ideas as a guest artist in a host environment in line with the objects or aims of the residency.• Engage the local community in their work during the residency, such as participating in an artist talk, offering a masterclass, generating public displays, or collaborating on an artwork.• Comply with workplace codes of conduct and other regulatory requirements.
<i>Workshops</i> <i>Indicative duties include, but are not limited to:</i> <ul style="list-style-type: none">• Develop and facilitate learning programs and workshops.• Source materials.• Uphold Indigenous Cultural and Intellectual Property (ICIP) principles.• Respect intellectual property and moral rights of students / participants.• Meet legal requirements for working with children, young people and vulnerable adults, including Working with Children Checks, Working with Vulnerable People and Police Checks.

Speaking and Presenting

Indicative duties include, but are not limited to:

- Undertake research.
- Prepare and deliver a new talk, podcast interview or panel discussion which may or may not be in context with the curatorial framework of an exhibition.

Judging and Assessing

Indicative duties include, but are not limited to:

- Undertake a briefing on the art prize or grant which covers the entry requirements and terms and conditions.
- Undertake training on equity, unconscious bias, conflicts of interest.
- Review and rate applications based on criteria provided by the host organisation.
- Meet with a panel of assessors or judges to discuss the applications and select recipients for the art prize or grant.
- Provide feedback for unsuccessful applicants.
- Provide comment for the media on the decision/s made.
- Attend the prize presentation.

Public Artist

Public art refers to art that is made with the specific intention of being situated in the public domain, often outside, and intended to be accessible to a wide audience. It may be commissioned by developers, local and state government, property owners and managers, or other groups.

For temporary public artworks, schedules are typically short – between six weeks and six months. Timelines for permanent public art can range from months to years. Similar to an employee working flexibly or part-time, artists are often engaged across multiple activities and projects. Frequently artists also engage in their practice outside of standard business hours.

There isn't a strict set of qualifications required to work as a public artist, as the field is diverse and can encompass various forms of art.

Art workers

Access Coordinator

The role of Access Coordinator is an occupation that is growing across the gallery sector.

Advisor

An advisory group in the visual arts plays a crucial role by offering valuable input, advocacy, and specialised knowledge to a gallery or organisation. An artist or art worker with specialised knowledge who acts in an advisory capacity.

Registrar

The profession of registrar is a highly specialist role and there is no specific course to become one. Most registrars come to the role with some fine arts or arts management background and then move their way up the field through experience accrued on the ground.

Curator

Qualifications can vary, with several permanent curators often holding higher qualifications – either an honours degree or higher. Local labour market factors (such as location/region) as well as the size of the employing institution are used in conjunction with the degree of experience and/or expertise of a curator to distinguish the more senior curators.

In small galleries, one curator may be responsible for the entire management of the institution and its collections.

Independent Curators may be engaged to deliver a one-off exhibition. Exhibitions and their requirements will vary in scale, but the agreed salary must consider the time it takes to develop an exhibition theme, select artists and art works, coordinate loans, including transport to and from the gallery. They will also provide written content for labels, catalogues, and promotional material. This could take anywhere between 1 – 6 months full-time work. Agreements should be made indicating each task and a payment schedule.