



**NATIONAL
ASSOCIATION
FOR THE
VISUAL ARTS**

Deputy President Millhouse
Deputy President Bell
Commissioner Fox
Arts sector - Amusement, Events and Recreation Award 2020
Fair Work Commission
awards@fwc.gov.au

10 March 2025

Variation on the Commission's own initiative – *Amusement, Events and Recreation Award 2020* (AM2024/37)

Submission by National Association for the Visual Arts (NAVA)

Introduction

1. The National Association for the Visual Arts (NAVA) welcomes the opportunity to provide input into the Fair Work Commission's (the Commission) AM2024 - Arts Sector *Amusement, Events, and Recreation Award 2020* (the Amusement Award). NAVA thanks the Commission for the extended time to complete this submission.
2. As the peak body advocating for the rights and conditions of Australian visual artists, craft practitioners, designers, and arts workers, NAVA strongly supports amendments to the Amusement Award that explicitly recognise art as work and ensure fair remuneration for arts professionals.

3. This submission draws on extensive evidence regarding the roles, skill levels, experience and qualifications of arts workers gathered through:
 - NAVA’s industry-wide consultation between 2019-2022 to produce the revised NAVA’s *Code of Practice for Visual Arts, Craft and Design (the Code)*;
 - Interviews with arts workers, arts organisations and sector colleagues; and
 - The findings of sector-wide surveys undertaken by NAVA in 2025, 2024 and 2023 to inform this submission and previous submissions to the Fair Work Commission on this case.

4. This submission primarily responds to the key issues outlined in *Statement - Variation on the Commission’s own initiative - Amusement, Events and Recreation Award* [2024] FWCFB 441, namely:

“Changes to the classification structure at Schedule A of the Amusement Award to more clearly identity the roles of ‘arts workers’...”; and

“Changing the title and terminology of the Amusement Award to address confusion as to the Amusement Award’s application and explicitly recognise art as work”.¹

5. In seeking to ensure that the Amusement Award operates as intended to arts workers who would be covered by the classifications proposed below, we also make submissions in respect of penalty rates and ceremonial leave.

Proposed changes to the classification structure (Schedule A) of the Amusement Award

6. NAVA has drafted proposed amendments to Schedule A of the Amusement Award to more clearly identify the types of roles in galleries and museums and visual arts organisations that are capable of being Award covered. This includes the addition of two new grades: Grade 11 and Grade 12. A copy of the proposed amendments is enclosed to this submission as **Annexure 1**.

7. NAVA has separately prepared a table which describes some of the typical responsibilities of these positions, and which identifies the corresponding

¹ *Statement - Variation on the Commission’s own initiative - Amusement, Events and Recreation Award* [2024] FWCFB 441 at [11].

salary in various industrial instruments. A copy of that table is enclosed with the submission as **Annexure 2**.

Rationale for the proposed changes to the classification structure (Schedule A) of the Amusement Award to more clearly identify the roles of ‘arts workers’

Establishing a minimum rate of pay that reflects art workers’ skills and has regard to the existing labour market

8. The inclusion of the amended classifications to Schedule A, as proposed in Annexure 1, would establish a legislated safety net ensuring that arts workers receive adequate remuneration that reflects the proper value of their work.²
9. The proposed rates of pay have been carefully considered to account for the complex remuneration environment in the arts sector, while noting for some employers Award coverage and any minimum rates will represent a significant step towards wage compliance.
10. The rates proposed are appropriate safety net minima. NAVA acknowledges some employees in galleries and museums may already be covered by enterprise agreements such as the *National Gallery of Victoria Enterprise Agreement 2024-2026* and the *Australian Centre for Contemporary Art and Media, Entertainment and Arts Alliance Enterprise Agreement 2023*. The introduction of new classifications is not intended to exceed rates in existing enterprise agreements.
11. However, NAVA has been careful to ensure that the proposed rates of pay appropriately reflect the expertise, experience, and qualifications required for many arts worker roles. The classifications have been developed to align arts workers roles with existing classification descriptors in the Award, ensuring that the proposed minimum rates do not result in a reduction to the current salaries in the arts industry.
12. NAVA notes that rates of pay in Modern Awards constitute a legal minimum. NAVA intends, if its proposed classification structure is accepted, to continue

² [1] Transcript of Proceedings, *Modern Award Review 2023-24* (Fair Work Commission, Deputy President Millhouse, 2 February 2024), PN3234.

to advocate for higher salaries and more favourable employment conditions throughout the industry.

13. NAVA notes that while managerial roles are largely considered award-free, this is not universally applicable. Many museums, galleries, and First Nations Art Centres operate as departments within larger entities or as small organisations where wages are particularly low. Including these roles in the Award ensures a necessary safety net, providing fair protections and remuneration for employees who, despite holding managerial responsibilities, may lack the bargaining power to secure adequate pay.

Renaming the Amusement, Events, and Recreation Award

14. The Commission has identified the need to revise the title of the Amusement Award to better reflect the employees covered under it. NAVA strongly supports renaming the Amusement Award to explicitly acknowledge art as work, and ensure that galleries, museums, and visual arts organisations are clearly included.
15. A revised title would provide greater clarity, reduce misclassification, and improve transparency for both employers and employees. This change would also reinforce the professional status of arts workers and ensure they are recognised as skilled professionals deserving of appropriate wage protections and entitlements.
16. On that basis, NAVA provided the following alternative titles for consideration:
 - *Arts, Events, and Recreation Award* (preferred option)
 - *The Arts, Amusement, Events and Recreation Award*
 - *Creative and Cultural Workplaces Award*
 - *Events, Recreation and Arts Award*

Additional Award matters

Penalty Rates

17. Arts workers frequently work beyond standard business hours, including evenings, weekends, and public holidays, to support exhibition openings, performances, and installations. During peak periods, working hours may also exceed the span of standard hours or regular shift lengths. The lack of penalty

rates for working during these hours is a key contributor to low wages in the sector.

18. Introducing penalty rates and overtime for extended hours and weekend work would assist creating a safety net of conditions for arts workers.
19. NAVA also recognises that for small organisations, work outside of the standard hours is often an inherent part of the role. Many organisations already negotiate flexible arrangements, such as starting later, adjusting hours, or using Time Off In Lieu (TOIL), to accommodate these demands.
20. However, TOIL is not always a viable option, as some employees may never be able to take the leave owed due to the ongoing demands of their role. This can create financial liabilities for galleries and organisations, particularly those with limited staff capacity. Offering penalty rates as an alternative would provide greater flexibility for both employees and employers, ensuring workers are adequately compensated while minimising the risk of accumulating untaken TOIL.
21. NAVA acknowledges that TOIL is already included in the current Amusement Award and supports its continued application to provide both fair compensation for workers and operational sustainability for organisations.³

Higher Duties and Mixed Function Employees

22. In small galleries, museums, and arts organisations, employees often perform a mix of duties that span multiple classifications. Many roles in these settings require staff to undertake tasks of varying skill levels, from front-of-house operations to exhibition installation, administration, and programming.

23. Currently, the Award's classification structure does not provide clear guidance on how to remunerate employees who regularly work across multiple classifications. This has led to inconsistencies in pay, with some employees being paid at the lower classification despite performing higher-skilled work as part of their regular duties.

24. To address this, NAVA proposes to insert a 'mixed functions' clause with the higher duties provisions in *Part 4 – Wages and Allowances* (example below)

³ Clause 20.8 of the Amusement Award, *Time off instead of payment for overtime*

16.4 Higher duties

- (a) An employee required to perform work at a higher classification than their ordinary classification for more than 4 hours on any day must be paid at the higher rate for all hours worked on that day.
- (b) An employee required to perform work at a higher classification than their ordinary classification for up to 4 hours on any day must be paid at the higher rate for the actual time worked at the higher classification.

Add: **Mixed function employees**

- (a) *An employee engaged in any of the arts workers classifications in Schedule A required to work across multiple classifications must be paid at the higher classification.*

25. Recognising the fluid nature of roles in the visual arts sector, this amendment provides clarity for employers on how to classify and compensate employees performing a mix of duties across multiple skill levels. Ensuring fair remuneration that reflects the full scope of an employee's work will help reduce wage disputes, improve compliance, and ease administrative burden for arts organisations.

Ceremonial and Cultural Leave

26. First Nations creative practitioners face significant barriers to economic participation in the Australian arts sector, including precarious work, very low incomes, identity strain, cultural load, and workplace racism and exclusion. Despite these barriers, First Nations practitioners are highly significant to the visual arts sector.

27. Cultural load/colonial load refers to the additional, often invisible, responsibilities that First Nations employees bear in the workplace. The Gari Yala Report found that:

- 66% of First Nations workers reported having extra First Nations-related work demands placed upon them that non-First Nations colleagues do not.
- 71% reported being expected to educate their non-First Nations colleagues about First Nations peoples' culture and racism.
- 69% reported being expected to speak on behalf of all First Nations people.

28. To ensure the Amusement Award is a fit-for-purpose industrial instrument, NAVA submits that it should contain a ceremonial leave provision to support First Nations employees' cultural responsibilities.
29. A ceremonial leave entitlement is enshrined in the *Aboriginal Community Controlled Health Services Award 2020* and various public sector enterprise agreements.

Transition Period Justification

30. NAVA recognises that implementing these changes may require an adjustment period for some arts organisations and independent practitioners. A transition period is essential to allow:
 - Alignment with federal and state funding periods;
 - Small organisations and independent artists time to adjust to new obligations;
 - Incremental annual increases in funding models to support higher wages (where applicable) without undue strain on arts organisations.
31. It is recommended that the Amusement Award contain transitional provisions to provide certainty for the industry.

Recommendations

32. NAVA strongly advocates for the following changes to the Amusement Award to ensure fair recognition and compensation for arts workers:
 - Renaming the Amusement Award to explicitly recognise art as work and cover galleries, museums, and visual arts organisations;
 - Expanding the classifications set out in Schedule A to clearly define arts worker roles and responsibilities;
 - Ensuring the Amusement Award contains penalty and overtime rates as an alternative to TOIL;
 - Implementing pay scale adjustments in line with NAVA's Code of Practice;
 - Introducing a 'Mixed Functions' clause within the Higher Duties provisions, ensuring employees performing multiple roles at different skill levels are compensated at the highest applicable rate;

- Introducing penalty rates as an alternative to TOIL for extended hours, late nights, and weekend work, ensuring fair compensation while reducing financial liabilities for organisations.
- Expanding leave provisions, including Ceremonial and Cultural Leave;
- Addressing WHS considerations for high-risk work environments; and
- Implementing a transition period to support organisations in adapting to these changes.

NAVA looks forward to continuing work with the sector and the Fair Work Commission on this case.

Sincerely,

Penelope Benton
Executive Director

Georgia Mokak
First Nations Outreach Coordinator

Leya Reid
Advocacy and Communications Manager

Annexure 1

Note: NAVA's proposed changes are added below in green.

Schedule A—Classification Structure

[Varied by [PR730946](#), [PR780221](#)]

A.1 Introductory level employee

Introductory level employee means an employee who enters the industry and who has not demonstrated the competency requirements of a Grade 1 employee. An employee at this level will undergo training for up to 3 months before progressing to Grade 1.

A.2 Grade 1

[A.2.1 varied by [PR780221](#) ppc 01Jan25]

A.2.1 An employee at this level is an employee who has completed up to 3 months' training which will include successfully undertaking accredited courses of study or on-the-job training in all of the relevant day-to-day operating processes so as to enable the employee to perform work within the scope of this level.

A.2.2 An employee at this level performs work above and beyond the skills of an employee at Introductory level and to the level of their skills, competence and training.

[A.2.3 varied by [PR730946](#) ppc 22Jun21]

A.2.3 An employee at this level may include a Cleaner, Maintenance person, Gardener, Handyman, Animal attendant, Ride attendant, Tour guide, Customer Service Officer, Meet and Greet/Concierge, Photography Attendant, Host/Presenter, Car park attendant, Parking attendant (not handling cash), Door attendant, General attendant, Admissions/Entrance attendant level 1, Gateperson (not on major gates), Bowling attendant, Usher, Event day attendant and PGA Associate Year 1.

A.2.4 Such an employee will possess the following skills and may be required to perform the following duties:

- (a) Performs tasks under direct supervision or in accordance with strictly defined procedures.
- (b) Is trained in and applies basic customer service skills as required by the section/department.
- (c) Is required to show minimal judgment.
- (d) Performs routine functions requiring an understanding of clear procedures or guidelines and may require basic manual skills across work areas within the business.
- (e) Applies basic communication and interpersonal skills in dealing with customers and other workers.
- (f) Requires basic health and safety knowledge.

- (g) Generally performs a limited range of tasks of limited complexity and skill.
- (h) Undertakes general cleaning duties, issuing costumes, grooming, cleaning of animal enclosures, mowing lawns, basic gardening and labouring tasks including operation of simple machinery, laundry duties, brush-cutting, basic labouring including assisting with animal care, basic repairs to clothing, food preparation, ushering, basic preparation of ingredients, assisting employees who are cooking, basic cooking and kitchen attending.

A.3 Grade 2

A.3.1 An employee at this level is an employee who has completed an appropriate level of training so as to enable the employee to perform work within the scope of this level.

[A.3.2 varied by [PR730946](#) ppc 22Jun21]

A.3.2 An employee at this level performs work above and beyond the skills of an employee at Grade 1 and to the level of their skills, competence and training. An employee at this level may in addition to the roles in Grade 1 may also include an Assistant to construction technician and/or erector (including persons engaged in maintenance and utility duty) Ticket seller, Counter attendant, Security Officer, Receptionist, Programme seller, Cashier, General hand (exhibition employees), Game warden and a PGA Associate Years 2 and 3.

A.3.3 Such an employee will possess the following skills and may be required to perform the following duties:

- (a) Is responsible for the quality of their own work subject to routine supervision.
- (b) Works under routine supervision either individually or in a team environment.
- (c) Performs tasks under general supervision, exercising limited discretion within defined procedures.
- (d) Performs work which is subject to final checking and, as required, progress checking.
- (e) Is trained in and applies basic quality/service requirements relating to own work and may be required to give general inquiry assistance to the customer.
- (f) Applies good interpersonal and communication skills in dealing with customers and other workers.
- (g) Has a good working knowledge of health and safety at this level.
- (h) May assist in on-the-job training of employees of a lower level.
- (i) May require basic technical skills to perform the work.
- (j) A person not qualified in any trade, engaged in or in connection with the in-house preparation, loading or unloading, marking out, carpet laying, fabrication, installation, erection or dismantling of exhibition stands.
- (k) Food preparation, attending counter, handling cash, specific cleaning duties, animal care, ordering stock, hosting duties, operate rides, EFTPOS transactions,

basic record keeping, taking bookings and reservations, telephone and switchboard operations, grooming, handling and feeding animals, presentations, operate cash register, beer reticulation, general gardening including operation of machinery, process invoices, drive forklift, stock control, pruning, irrigation, bar attending, wait staff duties, attending snack bar, non-specialised cooking duties, operate games/amusement rides, ground controller/basic security and general park maintenance including maintenance of enclosures.

A.4 Grade 3

A.4.1 An employee at this level is an employee who has completed an appropriate level of training so as to enable the employee to perform work within the scope of this level.

A.4.2 An employee at this level performs work above and beyond the skills of a Grade 2 employee to the level of their skills, competence and training.

A.4.3 An employee at this level includes Supervisors and Operators (where 4 or more are employed).

A.4.4 An employee at this level working in museums, galleries, or visual arts organisations may include visitor services staff or gallery and museum attendants without supervisory responsibilities.

A.4.5 Such an employee will possess the following skills and may be required to perform the following duties:

- (a) Works from complex instructions and procedures.
- (b) Assists in the provision of on-the-job training.
- (c) Can perform a greater variety of tasks competently in accordance with the established procedures within their work classification.
- (d) Can provide assistance for problem solving and work direction.
- (e) Is trained in and can apply a higher level of quality control and customer service.
- (f) Performs work which is the subject of final checking only.
- (g) Has good health and safety knowledge.
- (h) Works individually under general supervision while having the ability to co-ordinate work within a small team environment.
- (i) Communicates effectively with other workers in their work section.
- (j) Rigs steel or timber components and/or erects or dismantles same on any site or location either as a temporary or permanent structure and includes the preparation, painting and greasing or otherwise lubricating of any structural part either fixed or moving either in the employer's workshops or on the site where the stand or fixture or structure is to be erected, dismantled and/or operated.
- (k) Operates a passenger vehicle, handles animals, grades garments, maintenance, pattern making, animal health management, basic stable/animal compound management, operate games/amusement rides, specialised animal care,

assistance with animal training, preparation of animal feed and animal care, animal management, maintenance of enclosures and gardens including pruning and irrigation, tour guide duties and presentations to the public, international host required to speak a second language, cocktail or specialised waiter, non-trade cooking, operate a food outlet, bookings and reservations, ordering stock and stock control, basic lifeguarding, security officer monitoring and operating CCTV systems.

A.5 Grade 4

A.5.1 An employee at this level is an employee who has completed appropriate training or has acquired equivalent competency so as to perform work within the scope of this level. Work performed at this level will be trade level or equivalent.

A.5.2 An employee at this level includes:

- (a) An employee who holds a trade certificate or tradespersons rights certificate as an:
 - Engineering tradesperson (electrical/electronic)—Level I;
 - Engineering tradesperson (mechanical)—Level I;
 - Engineering tradesperson (fabrication)—Level I, or equivalent;
- (b) Technical/ Trade Qualified maintenance person;
- (c) Craftsperson;
- (d) Exhibition technician (for events including trade fairs); and
- (e) Interpreter.

A.5.3 Such an employee will possess the following skills and may be required to perform the following duties:

- (a) Is able to exercise the skills and knowledge of the engineering trade so as to enable the employee to perform work within the scope of this level or possesses the skills, experience, knowledge, responsibility, expertise and competency to perform work at the trade level.
- (b) Understands and applies quality control techniques.
- (c) Exercises good interpersonal and communications skills.
- (d) Exercises higher level keyboard skills.
- (e) Exercises discretion within the scope of this classification level.
- (f) Performs work under limited supervision either individually or in a team environment.
- (g) Performs non-trade tasks incidental to their work.

- (h) Performs work that while primarily involving the skills of the employee's trade is incidental or peripheral to the primary task and facilitates the completion of the whole task. Such incidental or peripheral work would not require additional formal technical training.
- (i) A person qualified in a trade required by the employer engaged in or in connection with in-house preparation, loading or unloading, marking out, carpet laying, fabrication, installation, erection or dismantling.
- (j) Works from complex instructions and procedures and has a thorough understanding of the employer's internal policies and procedures relating to their department.
- (k) Is able to provide training for other employees within their specific area of responsibility for skill development.
- (l) Is able to co-ordinate work in a team environment or work individually under general supervision.
- (m) Is accountable for their own work at trade level or equivalent.
- (n) Has a thorough knowledge of the health and safety procedures relating to work within their department.
- (o) Is able to exercise good interpersonal and communication skills in dealing with other workers.
- (p) Performs lower level tasks incidental to their work or which facilitate the completion of the whole task. Such incidental or peripheral work would not require additional formal technical training.
- (q) Has worked or studied in a relevant field for a significant time to ensure competence to undertake and advise on a full range of normal requirements for the work and has the ability to perform a variety of activities involving special or unusual features of the work.
- (r) Trade qualified cooking, food production, senior security officer, trade qualified maintenance (i.e. plumbing, spray painting, construction work) designs costumes and production, liaise with agencies, staff recruitment, menu planning, animal training, medication of animals, plantation management, animal education duties, management of a food outlet, cleaning operators, projectionist, bar supervisor, maitre d', greenkeeping, specialised performers and advanced lifeguarding.

A.6 Grade 5

An employee at this level is an employee who in addition to being a technician, tradesperson or equivalent is required to supervise staff, general hands technicians, and/or generally supervise projects including basic administration.

An employee at this level in museums, galleries, or visual arts organisations may include Front of House and Visitor Services staff responsible for supervising gallery attendants, welcoming visitors, providing artwork information, and directing specific enquiries to the appropriate staff.

A.7 Grade 6

An employee at this level may include a Head technician maintenance person, ~~Restoration officer, Museum technician~~, and Senior animal attendant or trainer. An employee at this level may also include an Assistant or Teaching Golf Professional who has completed the appropriate level of training and is engaged in assisting in the operation of a golf professional shop, delivering golf coaching, club-fitting and assisting in the operation and delivery of club events.

A.8 Grade 7

A.8.1 An employee at this level is an employee who has completed appropriate training and is capable of applying skills learned to the work. An employee may have specific supervisory duties and the authority to direct other staff; however, the greater percentage of their time need not be spent on management functions.

A.8.2 An employee at this level performs work of a greater complexity because of one or more of the following factors:

- (a) Level of responsibility and/or management, e.g. administrative, financial, project coordination, technical or post trade, etc.
- (b) Such an employee will possess the following skills and may be required to perform the following duties:
 - (i) Would have studied or worked in a relevant area to develop a specialised skill in a particular profession, technical or service field above trade level or its equivalent.
 - (ii) Is accountable and responsible for workplace output and can work under pressure.
 - (iii) Generally works without supervision.
 - (iv) Understands all operations relevant to their job role and department.
 - (v) Plans training and establishment development in conformity with employer guidelines.
 - (vi) Has excellent knowledge of health and safety requirements.
 - (vii) Co-ordinates, supervises and directs the work of others in a team environment.
- (c) Financial reporting, operational reporting, specialised supervision/direction of 5 or more staff, specialised maintenance or technical skills.
- (d) An employee at this level performs work in the operation of museums and galleries and visual arts organisations that may include:
 - (i) Assistant Registrars responsible for the coordination of loans and art collections including for museum and gallery exhibitions;

- (ii) Assistant Curators that support the development and delivery of curatorial programs;
- (iii) Preparators, art installers and gallery and museum technicians;
- (iv) Exhibition and Collections Officers that support aspects of exhibition installation and display including organising the scheduling, contracting and logistics of the installation and display;
- (v) Educator and Public Programs Officers and coordinators that develop and deliver arts and cultural experiences for diverse audiences;
- (vi) Marketing and Communications Officers that support the development and execution of marketing strategies for exhibitions and public programs;
- (vii) Studio Assistants that support the creation of artwork and management and maintenance of studio spaces; and
- (viii) Arts Worker supporting the technical aspects of the studio including material sourcing, mixing, harvesting etc.

A.9 Grade 8

An employee at this level is an employee who possesses qualifications or experience such as advanced engineering or technical skills or post trade or diploma level or who undertakes duties of a more advanced or complex level.

An employee at this level may perform work in the operation of museums and galleries and visual arts organisations that may include:

- (i) Access Coordinators that ensure accessibility and inclusion within the visual arts sector;
- (ii) Advisors that offer input, advocacy, and specialised knowledge;
- (iii) Exhibition and Collections Coordinators that coordinate aspects of exhibition installation and display including organising the scheduling, contracting and logistics of the installation and display;
- (iv) Educator and Public Programs Coordinators responsible for the development and delivery of arts and cultural experiences for diverse audiences; and
- (v) Marketing and Communications Coordinators that develop and execute marketing strategies for exhibitions and public programs.

A.10 Grade 9

A.10.1 An employee appointed to this level undertakes 3 or more of the following duties:

- (a) Responsible for implementation of all major turf projects for the facility according to the course architects design.
- (b) Responsible for the development of an annual work program for all outdoor staff that incorporates both further development and continued maintenance.

- (c) Responsible for supervision of all outdoor staff.
- (d) Responsible for the operation and maintenance of all turf equipment.
- (e) Responsible for all work health and safety management in outdoor areas.
- (f) Responsible for purchasing within the limits imposed by policy and the budget.
- (g) Responsible for ensuring that all administrative systems are complied with by the staff under their direction.
- (h) An employee at this level in galleries, museums and visual arts organisations may include:
 - (i) Studio Coordinators responsible for supporting artists, managing studio spaces, and maintaining facilities;
 - (ii) Registrars who oversee the administrative and logistical aspects of art collections;
 - (iii) Curators who develop and deliver exhibitions and curatorial programs; and
 - (iv) Arts Worker supporting the cultural and professional development of a First Nations art centre.

A.11 Grade 10

An employee at this level may include a Golf Professional who has completed the appropriate level of training and is engaged in managing stock in a golf professional shop, retail sales and advice, developing and delivering golf coaching and club fitting programs, managing golf shop staff and managing time sheets, competition fields, cart fleets and the handicap system.

A.12 Grade 11

An employee at this level has qualifications or experience that enable them to develop highly specialised knowledge and methods or undertake advanced and complex duties. Work in museums, galleries, or arts organisations may include:

- (i) Conservator, responsible for the physical care, preservation, and restoration of artworks;
- (ii) Art Centre Cultural Manager/Cultural Engagement Officer; and
- (iii) Art Centre Studio Coordinator/Studio Manager.

A.13 Grade 12

An employee at this level may include supervisors, curators and managers of museums, galleries, visual arts organisations, and First Nations Art Centres.

Part 4 - Wages and Allowances

16. Minimum rates

[Varied by [PR723829](#), [PR718898](#), [PR726419](#), [PR730832](#), [PR733835](#), [PR729339](#), [PR731022](#), [PR740764](#), [PR762189](#), [PR773967](#)]

16.1 Adult employee rates

[16.1 varied by [PR718898](#), [PR729339](#), [PR740764](#), [PR762189](#), [PR773967](#) ppc 01Jul24]

An employer must pay adult employees the following minimum rates for ordinary hours worked by the employee:

Classification	Minimum weekly rate (full-time employee)	Minimum hourly rate
	\$	\$
Introductory level employee	891.50	23.46
Grade 1	915.90	24.10
Grade 2	949.20	24.98
Grade 3	980.40	25.80
Grade 4	1032.30	27.17
Grade 5	1064.70	28.02
Grade 6	1096.90	28.87
Grade 7	1126.30	29.64
Grade 8	1183.50	31.14
Grade 9	1310.60	34.49
Grade 10	1393.50	36.67
Grade 11	1478.50	38.87
Grade 12	1565.50	41.17



Annexure 2

[Access Coordinator](#)

[Advisor](#)

[Assistant Registrar](#)

[Registrar](#)

[Exhibitions/Collections Officer](#)

[Exhibitions/Collections Coordinator](#)

[Conservator](#)

[Educator and Public Programs Officer](#)

[Educator and Public Programs Coordinator](#)

[Front of House/Visitor Service](#)

[Gallery Assistant/Attendant](#)

[Marketing and Communications Coordinator](#)

[Studio Assistant](#)

[Studio Coordinator](#)

[Assistant Curator](#)

[Curator](#)

[FIRST NATIONS ART CENTRES:](#)

[Art Centre Manager*:](#)

[Art Centre Studio Coordinator / Studio Manager:](#)

[Art Centre Art Worker*:](#)

Access Coordinator

Access Coordinators ensure accessibility and inclusion within the visual arts sector by collaborating closely with d/Deaf and Disabled communities. They are responsible for creating accessible and inclusive environments and removing barriers to participation for artists and audiences, ensuring equitable access to facilities, programs, and services.

- Listed in FWC scope: Yes
- Recommended Award classification: **Grade 8 \$31.14 p/h, \$1183.50 p/w**

Rate equivalencies						
NAVA Code of Practice rates	Amusement Event and Recreation Award 2020	Crown Employees (Public Sector - Salaries 2022) (as at 2022) i.e. Art Gallery of NSW	National Gallery of Victoria Enterprise Agreement 2024-2026 (as at 27 October 2024) based on Work level standards	The Salary Benchmarking Project: Art Centre Salary Guide and Report 2022	Social, Community, Home Care and Disability Services Industry Award 2010	Clerks— Private Sector Award 2020
Based on Education and Public Programs Officer Large organisations \$66,544 - \$79,853 Medium organisations \$61,220 - \$71,867 \$1177.31 p/w Small organisations \$53,235 - \$63,882	Grade 8 \$1183.50 p/w	Education Officer 1st year of service \$68,968 \$1326.31 p/w 2nd year of service \$72,031 \$1385.21 p/w	NGV Level 2 L2.1-L2.3 \$58,625 - \$63,685 \$1127.40 NGV Level 3 L3.1-L3.3 \$64,923 - \$70,612 \$1248.5 p/w	Cultural Advisors \$48,787 min \$938.21 p/w \$68,979 median \$1326.52 p/w \$74,284 max \$1428.54 p/w	Level 2 \$1,269.73 - \$1,385.35	Level 4 \$1145.00 Level 5 \$1191.50

Classification information			
Qualifications/Skills	Minimum experience	Scope of responsibility	Indicative tasks
<ul style="list-style-type: none"> • Tertiary qualifications in arts administration or relevant industry experience. • Lived experience as a d/Deaf and Disabled person. • Demonstrated experience collaborating with d/Deaf and/or Disabled artists. 	<ul style="list-style-type: none"> • At least two years relevant experience in Arts Administration, cultural events, festivals or similar. • Demonstrated experience in access provision for arts and cultural initiatives and working with artists, particularly chronically ill, d/Deaf and/or Disabled artists, to produce arts projects. • A contact base within the d/Deaf and/or disabled community. 	<ul style="list-style-type: none"> • Would have studied or worked in a relevant area to develop specialised expertise in accessibility. • Is accountable and responsible for workplace output and can work under pressure. • Generally works without supervision. • Internal and external stakeholder relations. 	<ul style="list-style-type: none"> • Collaborate and consult the Access Advisory Panel and d/Deaf and Disabled communities to create inclusive environments, remove participation barriers, and ensure accessibility for artists and audiences. • Develop and implement the Disability Access Plan (DAP), enhance physical accessibility and provide accessible information across digital and promotional platforms. • Facilitate access services for exhibitions and events, conduct outreach to identify barriers, and develop strategies to support participation. • Collect and analyse access-related data, advocate for inclusion, and provide recommendations to improve accessibility to management.

Advisor

Advisors in the visual arts play a crucial role by offering valuable input, advocacy, and specialised knowledge to a gallery or organisation. They are usually an artist or arts worker with specialised knowledge who acts in an advisory capacity. Advisory groups typically meet on a regular basis, with meetings occurring monthly, quarterly, biannually or as needed, depending on the scope of their involvement. Their engagement may span a year or longer for ongoing initiatives or be limited to a single project with a defined timeline.

- Listed in FWC scope: Yes
- Recommended Award classification: **Grade 8 \$31.14 p/h, \$1183.50 p/w**

Rate equivalencies					
NAVA Code of Practice rates	Amusement Event and Recreation Award 2020	Crown Employees (Public Sector - Salaries 2022) (as at 2022) i.e. Art Gallery of NSW	National Gallery of Victoria Enterprise Agreement 2024-2026 (as at 27 October 2024) based on Work level standards	The Salary Benchmarking Project: Art Centre Salary Guide and Report 2022	Clerks – Private Sector Award 2020
Based on Education and Public Programs Officer Large organisations \$66,544 - \$79,853 \$1279.69 p/w Medium organisations \$61,220 - \$71,867 \$1177.31 p/w Small organisations \$53,235 - \$63,882 \$1023.75 p/w	Grade 8 \$1183.50 p/w	Education Officer 1st year of service \$68,968 \$1326.31 p/w 2nd year of service \$72,031 \$1385.21 p/w	NGV Level 2 L2.1-L2.3 \$58,625 - \$63,685 \$1127.40	Cultural Advisors \$48,787 min \$938.21 p/w \$68,979 median \$1326.52 p/w \$74,284 max \$1428.54 p/w	Level 4 \$1145.00 Level 5 \$1191.50

Classification information		
Qualifications/Skills/Minimum Experience	Scope of responsibility	Indicative tasks
<ul style="list-style-type: none"> • Artist or arts worker with specialised knowledge who acts in an advisory capacity. • Relevant tertiary qualifications or professional industry experience. 	<ul style="list-style-type: none"> • Would have studied and/or worked in a relevant area to develop specialised expertise and knowledge to act in an advisory capacity. • Generally works without supervision. • Internal and external stakeholder relations. 	<ul style="list-style-type: none"> • Provide strategic direction, advocacy and policy advice. • Offer high-level input into planning, operational processes, and potential collaborations and partnerships for arts venues and programs. • Advise on communication strategies, engagement, and consultation to enhance outreach and impact. • Address sensitive or contentious issues and participate in regular or project-specific meetings as required.

Assistant Registrar

Assistant Registrars work under the general direction of Registrars to support the administrative and logistical aspects of art collections, including coordinating incoming loans and exhibition registration, ensuring proper documentation, care, and movement of artworks. They contribute to the development of exhibition policies and procedures, provide recommendations to improve efficiency, and assist in implementing and maintaining collection management systems in line with professional standards. Additionally, they oversee record-keeping, prepare reports, and support the Museum or Art Gallery’s collection activities, including acquisitions, de-accessions, and storage.

- Listed in FWC scope: No
- Recommended Award classification: **Grade 7 \$29.64 p/h, \$1126.30 p/w**

Rate equivalencies					
NAVA Code of Practice rates	Amusement Event and Recreation Award 2020	Crown Employees (Public Sector - Salaries 2022) (as at 2022) i.e. Art Gallery of NSW	National Gallery of Victoria Enterprise Agreement 2024-2026 (as at 27 October 2024) based on Work level standards	Social, Community, Home Care and Disability Services Industry Award 2010	Clerks—Private Sector Award 2020
<p>Large organisations \$63,984 - \$76,781 \$1230.46 p/w</p> <p>Medium organisations \$58,866 - \$69,103 \$1132.04 p/w</p> <p>Small organisations \$51,188 - \$61,425 \$984.38 p/w</p>	<p>Grade 7 \$1126.30 p/w</p>	<p>Assistant Registrar - Grade I 1st year of service \$67,006 \$1288.58 p/w</p> <p>2nd year of service \$70,694</p>	<p>NGV Level 2 L2.1-L2.3 \$58,625 - \$63,685 \$1127.40</p>	<p>Level 1 \$965.60 - \$1,032.30</p> <p>Level 2 \$1,269.73 - \$1,385.35</p>	<p>Level 3 \$1,090.30</p> <p>Level 4 \$1145.00</p>

Classification information		
Qualifications/Skills/Minimum experience	Scope of responsibility	Indicative tasks
<ul style="list-style-type: none"> • Relevant tertiary qualifications in fine arts, arts management, conservation or collection or equivalent industry experience generally required. • Highly specialist role with knowledge of conservation science and preventative practices, some level of technical and problem solving skills required. 	<ul style="list-style-type: none"> • Would have studied or worked in a relevant area to develop a highly specialised skill. • Understands all operations relevant to their job role and department. • Work under the general direction of Registrars in functions that require the application of skills and knowledge appropriate to the work. • Is accountable and responsible for workplace output and can work under pressure. • Internal and external stakeholder relations. • Generally works without supervision. 	<ul style="list-style-type: none"> • Coordinate incoming loans and exhibition registration activities, ensuring proper documentation and care of artworks during transportation, installation, and storage. • Provide feedback and recommendations on exhibition and display policies, procedures, and efficiency improvements to uphold record-keeping standards. • Focus on the administrative and logistical aspects of art collections, ensuring accurate documentation, movement, and care of items, and preparing reports to support decision-making. • Assist in implementing and maintaining collection and collection-based information systems, including cataloguing, acquisitions, de-accessions, and storage, in line with professional museum standards, and relevant regulatory requirements.

Registrar

Registrars support the administrative and logistical aspects of art collections, including coordinating incoming loans and exhibition registration, ensuring proper documentation, care, and movement of artworks. They contribute to the development of exhibition policies and procedures, provide recommendations to improve efficiency, and assist in implementing and maintaining collection management systems in line with professional standards. Additionally, they oversee record-keeping, prepare reports, and support the Museum or Art Gallery’s collection activities, including acquisitions, de-accessions, and storage.

- Listed in FWC scope: Yes
- Recommended Award classification: **Grade 9 \$34.49 p/h, \$1310.60 p/w**

Rate equivalencies					
NAVA Code of Practice rates	Amusement Event and Recreation Award 2020	Crown Employees (Public Sector - Salaries 2022) (as at 2022) i.e. Art Gallery of NSW	National Gallery of Victoria Enterprise Agreement 2024-2026 (as at 27 October 2024) based on Work level standards)	Social, Community, Home Care and Disability Services Industry Award 2010	Clerks— Private Sector Award 2020
<p>Large organisations \$70,383 – \$84,459</p> <p>Medium organisations \$64,752 - \$76,013 \$1,245.23 p/w</p> <p>Small organisations \$56,306 - \$67,568</p>	<p>Grade 8 \$1183.50 p/w</p> <p>Grade 9 \$1310.60</p>	<p>Curator/Registrar - Grade I 1st year of service \$91,472</p> <p>2nd year of service \$96,164</p>	<p>NGV Level 2 L2.1-L2.3 \$58,625 - \$63,685 \$1127.40</p> <p>NGV Level 3 L3.1-L3.3 \$64,923 - \$70,612 \$1248.5 p/w</p>	<p>Level 1 \$965.60 - \$1,032.30</p> <p>Level 2 \$1,269.73 - \$1,385.35</p>	<p>Level 5 \$1191.50</p>

Classification information			
Qualifications/Skills	Minimum experience	Scope of responsibility	Indicative tasks
<ul style="list-style-type: none"> • Relevant tertiary qualifications in fine arts, arts management, conservation or collection or equivalent industry experience generally required. • Highly specialist role with knowledge of conservation science and preventative practices, some level of technical and problem solving skills required. 	<ul style="list-style-type: none"> • 1-5 years of industry experience, often in conservation science. 	<ul style="list-style-type: none"> • Would have studied or worked in a relevant area to develop highly specialised knowledge of conservation science and preventative practices. • Understands all operations relevant to their job role and department. • May have specific supervisory duties and the authority to direct other staff. • Is accountable and responsible for workplace output and can work under pressure. • Internal and external stakeholder relations. • Generally works without supervision. 	<ul style="list-style-type: none"> • Coordinate incoming loans and exhibition registration activities, ensuring proper documentation and care of artworks during transportation, installation, and storage. • Provide feedback and recommendations on exhibition and display policies, procedures, and efficiency improvements to uphold record-keeping standards. • Focus on the administrative and logistical aspects of art collections, ensuring accurate documentation, movement, and care of items, and preparing reports to support decision-making. • Implement and maintain collection and collection-based information systems, including cataloguing, acquisitions, de-accessions, and storage, in line with professional museum standards, and relevant regulatory requirements.

Exhibitions/Collections Officer

Exhibition/Collections officers coordinate all aspects of exhibition installation and display, and handle scheduling, logistics, contracting, and communication with stakeholders. They contract and schedule the installation team, leading and working as part of the team. This role involves collaboration with exhibition curators on planning, logistics, and delivery for build and display requirements and budgeting. The officer also organises return freight and packaging for artists, as well as incoming freight for specific exhibitions. Additional tasks include maintaining gallery storeroom and equipment, ensuring WHS compliance and safety, and ensuring safe and organised storage of exhibition.

- Listed in FWC scope: Yes
- Recommended Award classification: **Grade 7 \$29.64 p/h, \$1126.30 p/w**

Rate equivalencies				
NAVA Code of Practice rates	Amusement Event and Recreation Award 2020	National Gallery of Victoria Enterprise Agreement 2024-2026 (as at 27 October 2024) based on Work level standards	Social, Community, Home Care and Disability Services Industry Award 2010	Clerks – Private Sector Award 2020
<p>Large organisations minimum range - \$84,459 - \$127,969 \$1624.21 p/w</p> <p>Medium organisations \$61,425 - \$89,578 \$1181.25 p/w</p> <p>Small organisations \$51,188 - \$63,984 \$984.38 p/w</p>	<p>Grade 7 \$1126.30 p/w</p>	<p>NGV Level 2 L2.1-L2.3 \$58,625 - \$63,685 \$1127.40</p>	<p>Level 1 \$965.60 - \$1,032.30</p> <p>Level 2 \$1,269.73 - \$1,385.35</p>	<p>Level 4 \$1145.00</p>

Classification information			
Qualifications/Skills/Minimum experience	Minimum experience	Scope of responsibility	Indicative tasks
<ul style="list-style-type: none"> Relevant tertiary qualifications or professional experience in Visual Arts and/or Museum Studies. 	<ul style="list-style-type: none"> 1-2 years' experience in exhibition coordination and logistics, exhibitions installation and/or as a cultural producer in an arts organisation, gallery or artist-run-initiative environment 	<ul style="list-style-type: none"> Is accountable and responsible for workplace output and can work under pressure. Internal and external stakeholder relations. Has completed appropriate training and is capable of applying skills learned to the work. Possesses qualifications or experience in archiving and compliance and undertakes duties of a more advanced or complex level. Generally works without supervision. 	<ul style="list-style-type: none"> Coordinate all aspects of exhibition installation and display, including scheduling, contracting, and stakeholder communication. Collaborate with exhibition curators on planning, logistics, budgeting, and delivery for build and display requirements. Organise incoming and return freight, packaging, and storage of artworks, ensuring WHS compliance and safety. Oversee gallery storeroom and equipment maintenance.

Exhibitions/Collections Coordinator

Exhibitions/Collections Coordinators are primarily concerned with planning, organising, and implementing exhibitions while managing the care and documentation of a gallery's permanent collection. They coordinate exhibition installations, handling scheduling, contracting, and communication with stakeholders, and collaborate with curators on logistics, budgeting, and display requirements. The role involves leading installation teams, managing freight and packaging for artworks, and ensuring safe storage and WHS compliance. Additionally, they assist with public programs, maintain artist and venue contacts, prepare contracts and grant applications, and gather exhibition reports, including attendance figures and installation images. This position requires close collaboration with curators and managers to ensure exhibitions align with budgets and institutional goals.

- Listed in FWC scope: Yes
- Recommended Award classification: **Grade 8 \$31.14 p/h, \$1183.50 p/w**

Rate equivalencies					
NAVA Code of Practice rates	Amusement Event and Recreation Award 2020	National Gallery of Victoria Enterprise Agreement 2024-2026 (as at 27 October 2024) based on Work level standards	Social, Community, Home Care and Disability Services Industry Award 2010	Clerks— Private Sector Award 2020	Average rate (yourcareer.gov)
<p>Large organisations minimum range - \$84,459 - \$127,969 \$1624.21 p/w</p> <p>Medium organisations \$61,425 - \$89,578 \$1181.25 p/w</p> <p>Small organisations \$51,188 - \$63,984 \$984.38 p/w</p>	<p>Grade 8 \$1183.50 p/w</p>	<p>NGV Level 2 L2.1-L2.3 \$58,625 - \$63,685 \$1127.40</p> <p>NGV Level 3 L3.1-L3.3 \$64,923 - \$70,612 \$1248.5 p/w</p>	<p>Level 1 \$965.60 - \$1,032.30</p> <p>Level 2 \$1,269.73 - \$1,385.35</p>	<p>Level 4 \$1145.00</p>	<p>\$1,341.00 p/w</p>

Classification information			
Qualifications/Skills	Minimum experience	Scope of responsibility	Indicative tasks
<ul style="list-style-type: none"> Relevant tertiary qualifications or professional experience in Visual Arts and/or Museum Studies. 	<ul style="list-style-type: none"> 1-2 years' experience in exhibition coordination and logistics, exhibitions installation and/or as a cultural producer in an arts organisation, gallery or artist-run-initiative environment 	<ul style="list-style-type: none"> Specific supervisory duties and the authority to direct other staff and contractors. Co-ordinates, supervises and directs the work of the installation team in a team environment. Possesses qualifications or experience in archiving and compliance and undertakes duties of a more advanced or complex level. Understands all operations relevant to their job role and department. Is accountable and responsible for workplace output and can work under pressure. Generally works without supervision. 	<ul style="list-style-type: none"> Plan, schedule, and oversee exhibition installations, including contracting installation teams, managing logistics, and ensuring effective communication with stakeholders. Coordinate freight, packaging, and storage of artworks, while assisting in budget tracking and expenditure management for exhibitions. Work closely with curators, artists, and the Exhibitions Manager to deliver exhibitions, including supporting public programs and preparing contracts or grant documentation. Maintain gallery storage, equipment, and WHS standards, while keeping accurate records of artist details, exhibition reports, and installation documentation.

Conservator

Conservators are highly specialist roles that are responsible for the physical care, preservation, and restoration of artworks. They oversee the cleaning, repair, and stabilisation of pieces using scientific methods and specialised techniques, ensuring their longevity. Conservators manage the documentation, cataloguing, and storage of collections, including their online presence, and track the location and condition of artworks. They handle logistics for loans, exhibitions, and transportation, ensuring safe packing and transit. Additionally, they assess conservation needs, conduct research, and implement preventive measures to protect artworks from hazards.

- Listed in FWC scope: Yes
- Recommended Award classification: **Grade 10 \$39.32 p/h, \$1,494.29 p/w**

Rate equivalencies						
NAVA Code of Practice rates	Amusement Event and Recreation Award 2020	Crown Employees (Public Sector - Salaries 2022) (as at 2022) i.e. Art Gallery of NSW	National Gallery of Victoria Enterprise Agreement 2024-2026 (as at 27 October 2024) based on Work level standards	Social, Community, Home Care and Disability Services Industry Award 2010	Clerks— Private Sector Award 2020	Average rate (yourcareer.gov)
<p>Large organisations minimum range - \$84,459 - \$101,351 \$1624.21 p/w</p> <p>Medium organisations \$77,703 - \$91,216 \$1494.29 p/w</p> <p>Small organisations \$67,568 - \$81,081 \$1299.38 p/w</p>	<p>Grade 10 \$1393.50</p>	<p>Conservator Grade 1 1st year of service \$82,184</p> <p>2nd year of service \$83,957</p>	<p>NGV Level 4 L4.1-L4.3 \$72,803 - \$79,139 \$1400.0 p/w</p> <p>NGV Level 5 L5.1-L5.3 \$80,349 - \$86,206 \$1545.17</p>	<p>Level 3 \$1419.14 - \$1521.83</p>	<p>Level 5 \$1191.50</p>	<p>\$1,341.00 p/w</p>

Classification information			
Qualifications/Skills	Minimum experience	Scope of responsibility	Indicative tasks
<ul style="list-style-type: none"> • Tertiary qualification and Masters degree in heritage, museums and conservation or cultural materials conservation, art history, fine arts, chemistry, physics or various trades. • Specialised knowledge in conservation science, preventive conservation practices, and the logistics of art handling and movement. 	<ul style="list-style-type: none"> • Professional experience in conservation science and ethics, materials technology and deterioration, collection management principles, environmental issues and hands-on conservation skills. 	<ul style="list-style-type: none"> • May have specific supervisory duties and the authority to direct Assistant Conservators. • Is accountable and responsible for workplace output and can work under pressure. • Studied or worked in a relevant area to develop scientific methods and highly specialised knowledge and skills in conservation science, preventive conservation practices, and the logistics of art handling and movement. • Generally works without supervision. 	<ul style="list-style-type: none"> • Clean, repair, and stabilise artworks, using scientific methods and specialised techniques, and ensure proper documentation and care of artworks in collection and during transportation, installation, and storage. • Prepare, pack and track artwork locations and conditions, handle logistics for loans and exhibitions, and maintain accurate records. • Assess conservation and preservation needs, implement preventive conservation procedures, and assist in hazard identification and management within the collection. • Oversee documentation, cataloguing, storage, and online presence of the collection, and design and construct supports for artwork for display and storage.

Educator and Public Programs Officer

Educator and Public Programs Officers design, develop, and deliver engaging arts and cultural experiences for diverse audiences, including children, young people, adults, and marginalised communities, aligned with the museum/gallery's collection and programs. They create educational resources tailored to curriculum needs, evaluate programs to meet state and national standards, and promote initiatives to schools, tertiary institutions, and communities. The role involves strategic planning of annual education and public programs, fostering audience engagement through innovative programming, and consulting with Deaf, d/Disability, and culturally diverse groups. They coordinate logistics for in-gallery and digital events, manage stakeholder communication, and oversee volunteers and staff. Additionally, they collaborate with the Marketing team, maintain sector contacts, document events, and ensure high-quality visitor experiences through feedback and evaluation.

- Listed in FWC scope: Yes
- Recommended Award classification: **Grade 7 \$29.64 p/h, \$1126.30 p/w**

Rate equivalencies						Average rate (yourcareer.gov)
NAVA Code of Practice rates	Amusement Event and Recreation Award 2020	Crown Employees (Public Sector - Salaries 2022) (as at 2022)	National Gallery of Victoria Enterprise Agreement 2024-2026 (as at 27 October 2024) based on Work level standards	Social, Community, Home Care and Disability Services Industry Award 2010	Clerks— Private Sector Award 2020	
<p>Large organisations \$66,544 - \$79,853 \$1279.69 p/w</p> <p>Medium organisations \$61,220 - \$71,867 \$1177.31 p/w \$30.98/hr</p> <p>Small organisations \$53,235 - \$63,882 \$1023.75 p/w</p>	<p>Grade 7 \$1126.30 p/w</p>	<p>Education Officer 1st year of service \$68,968 \$1326.31 p/w</p> <p>2nd year of service \$72,031 \$1385.21 p/w</p>	<p>NGV Level 2 L2.1-L2.3 \$58,625 - \$63,685 \$1127.40</p> <p>NGV Level 3 L3.1-L3.3 \$64,923 - \$70,612 \$1248.5 p/w</p>	<p>Level 2 \$1,269.73 - \$1,385.35</p>	<p>Level 3 \$1,090.30</p> <p>Level 4 \$1145.00</p>	<p>Program Administrator \$1,260.00 p/w</p>

Classification information			
Qualifications/Skills	Minimum experience	Scope of responsibility	Indicative tasks
<ul style="list-style-type: none"> Tertiary qualification (such as in Contemporary Art, Art History, Curatorial Studies, Arts Management, Fine Arts), and a good knowledge of contemporary art and culture. 	<ul style="list-style-type: none"> Professional 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. Experience with community engagement/public programs and key events in a gallery environment. 	<ul style="list-style-type: none"> Oversee casual Public Programs Assistants, and volunteers. Responsible for volunteer training and guided tours. Possesses qualifications or experience in education and programs. Is accountable and responsible for workplace output and can work under pressure. Generally works without supervision. Internal and external stakeholder relations. 	<ul style="list-style-type: none"> Support the coordination and promotion of an annual calendar of education and public programs, including in-gallery and digital events, ensuring alignment with curriculum needs and broader educational priorities. Develop educational resources for diverse audiences and promote programs to schools, tertiary institutions, and community groups, ensuring accessibility for Deaf, d/Disability, and culturally diverse communities. Coordinate event planning, logistics, and delivery, including managing staff, volunteers, presenters, and AV requirements, while overseeing event documentation and archives. Grow audience engagement through innovative programming, conduct program evaluations, and collaborate with stakeholders to capture feedback and improve visitor experiences.

Educator and Public Programs Coordinator

Educator and Public Programs Coordinators design, develop, and deliver engaging arts and cultural experiences for diverse audiences, including children, young people, adults, and marginalised communities, aligned with the museum/gallery's collection and programs. They create educational resources tailored to curriculum needs, evaluate programs to meet state and national standards, and promote initiatives to schools, tertiary institutions, and communities. The role involves strategic planning of annual education and public programs, fostering audience engagement through innovative programming, and consulting with Deaf, d/Disability, and culturally diverse groups. They coordinate logistics for in-gallery and digital events, manage stakeholder communication, and oversee volunteers and staff. Additionally, they collaborate with the Marketing team, maintain sector contacts, document events, and ensure high-quality visitor experiences through feedback and evaluation.

- Listed in FWC scope: No
- Recommended Award classification: **Grade 8 \$31.14 p/h, \$1183.50 p/w**

Rate equivalencies					
NAVA Code of Practice rates	Amusement Event and Recreation Award 2020	Crown Employees (Public Sector - Salaries 2022) (as at 2022) i.e. Art Gallery of NSW	National Gallery of Victoria Enterprise Agreement 2024-2026 (as at 27 October 2024) based on Work level standards	Social, Community, Home Care and Disability Services Industry Award 2010	Clerks – Private Sector Award 2020
<p>Large organisations \$66,544 - \$79,853 \$1279.69 p/w</p> <p>Medium organisations \$61,220 - \$71,867 \$1177.31 p/w</p> <p>Small organisations \$53,235 - \$63,882 \$1023.75 p/w</p>	<p>Grade 8 \$1183.50 p/w</p>	<p>Senior Education Officer 1st year of service \$117,363</p> <p>2nd year of service and thereafter \$120,859</p>	<p>NGV Level 2 L2.1-L2.3 \$58,625 - \$63,685 \$1127.40</p> <p>NGV Level 3 L3.1-L3.3 \$64,923 - \$70,612 \$1248.5 p/w</p>	<p>Level 1 \$965.60 - \$1,032.30</p> <p>Level 2 \$1,269.73 - \$1,385.35</p>	<p>Level 4 \$1145.00</p> <p>Level 5 \$1191.50</p>

Classification information			
Qualifications/Skills	Minimum experience	Scope of responsibility	Indicative tasks
<ul style="list-style-type: none"> Tertiary qualification (such as in Contemporary Art, Art History, Curatorial Studies, Arts Management, Fine Arts), and a good knowledge of contemporary art and culture. 	<ul style="list-style-type: none"> Professional 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. Experience with community engagement/public programs and key events in a gallery environment. 	<ul style="list-style-type: none"> Specific supervisory duties and the authority to direct Education/Public Program Officers, casual Public Programs Assistants, and volunteers. Responsible for volunteer training and guided tours. Possesses qualifications or experience in education and programs. Is accountable and responsible for workplace output and can work under pressure. Generally works without supervision. Internal and external stakeholder relations. 	<ul style="list-style-type: none"> Plan, develop, implement and promote an annual calendar of education and public programs, including in-gallery and digital events, ensuring alignment with curriculum needs and broader educational priorities. Develop educational resources for diverse audiences and promote programs to schools, tertiary institutions, and community groups, ensuring accessibility for Deaf, d/Disability, and culturally diverse communities. Coordinate event planning, logistics, and delivery, including managing staff, volunteers, presenters, and AV requirements, while overseeing event documentation and archives. Grow audience engagement through innovative programming, conduct program evaluations, and collaborate with stakeholders to capture feedback and improve visitor experiences.

Front of House/Visitor Service

Front of House/Visitor Service staff oversee all front-of-house operations, including welcoming visitors to the gallery, managing gallery assistants and volunteers, supervising shop sales, and maintaining retail operations such as stock ordering, ticketing, and cash reconciliation. The role also involves handling administrative tasks, such as maintaining databases, managing financial records, and addressing stakeholder enquiries. Additionally, the position supports promotional campaigns, monitors gallery maintenance and safety issues, and collects data on attendance, visitor feedback, and social media engagement.

- Listed in FWC scope: Yes
- Recommended Award classification: **Grade 5 \$28.02 p/h, \$1064.76 p/w**

Rate equivalencies				
NAVA Code of Practice rates	Amusement Event and Recreation Award 2020	National Gallery of Victoria Enterprise Agreement 2024-2026 (as at 27 October 2024) based on Work level standards	Social, Community, Home Care and Disability Services Industry Award 2010	Clerks—Private Sector Award 2020
<p>Large organisations minimum range - \$59,534 - \$71,440 \$1144.88 p/w</p> <p>Medium organisations \$54,771 - \$64,296 \$1053.29 p/w</p> <p>Small organisations \$47,627 - \$57,152 \$915.90 p/w</p>	<p>Grade 7 \$1126.30 p/w</p>	<p>NGV Level L1.1-L1.3 \$54,147-\$56,151 \$1041.2 p/w</p> <p>NGV Level 2 L2.1-L2.3 \$58,625 -\$63,685 \$1127.40</p>	<p>Level 1 \$965.60 - \$1,032.30</p> <p>Level 2 \$1,269.73 - \$1,385.35</p>	<p>Level 4 \$1145.00</p>

Classification information		
Qualifications/Skills/Minimum experience	Scope of responsibility	Indicative tasks
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Manage and support Gallery Assistants and volunteers to meet front-of-house needs. • Financial reporting, operational reporting. • Generally works without supervision. • Is accountable and responsible for workplace output and can work under pressure. • Internal and external stakeholder relations. 	<ul style="list-style-type: none"> • Oversee all aspects of front-of-house operations, including visitor services, retail sales, ticketing, stocktaking, reconciliation, security, and shop displays, ensuring a high standard of customer experience. • Supervise and support Gallery Assistants and volunteers, coordinating their activities to meet front-of-house needs. • Oversee administrative tasks, such as maintaining databases, financial records, and implementing front-of-house procedures and safety protocols. • Contribute to promotional campaigns, handle stakeholder enquiries, and report maintenance or safety issues to relevant personnel.

Gallery Assistant/Attendant

Gallery Assistants/Attendants greet visitors, provide general information, and direct specific inquiries to the appropriate staff. Responsibilities include maintaining visitor records, answering phones, and managing public enquiries. They oversee weekend operations, such as opening and closing the gallery, invigilation, and supervising artwork. Additionally, they assist with hospitality and customer service during events and openings, while collaborating with the Gallery Manager on administrative and marketing tasks as needed.

- Listed in FWC scope: Yes
- Recommended Award classification: **Grade 4 \$27.17 p/h, \$1032.30 p/w**

Rate equivalencies				
Amusement Event and Recreation Award 2020	Crown Employees (Public Sector - Salaries 2022) (as at 2022) i.e. Art Gallery of NSW	National Gallery of Victoria Enterprise Agreement 2024-2026 (as at 27 October 2024) based on Work level standards	Social, Community, Home Care and Disability Services Industry Award 2010	Clerks—Private Sector Award 2020
Grade 4 \$1032.30 p/w	Display Technician, Art Gallery Grade 1 \$70,156 \$72,031 \$74,050	NGV Level 2 L2.1-L2.3 \$58,625 - \$63,685 \$1127.40	Level 1 \$965.60 - \$1,032.30 Level 2 \$1,269.73 - \$1,385.35	Level 4 \$1145.00

Classification information		
Qualifications/Skills/Minimum experience	Scope of responsibility	Indicative tasks
<ul style="list-style-type: none"> • Tertiary qualification in museum studies, fine arts or frontline management. 	<ul style="list-style-type: none"> • Financial reporting, operational reporting. • Generally works without supervision. • Internal and external stakeholder relations. 	<ul style="list-style-type: none"> • Greet visitors, provide general information, and direct specific inquiries to relevant staff. • Maintain visitor records, handle phone inquiries, and oversee weekend gallery operations, including opening/closing and artwork supervision. • Support hospitality and customer service during gallery events and openings. • Assist the Gallery Manager with administrative and marketing tasks as needed.

Marketing and Communications Coordinator

Marketing and Communications Coordinators develop and execute comprehensive marketing strategies, ensuring alignment with organisational goals and targeting the right audiences. This includes creating compelling content for press releases, newsletters, social media, and promotional materials, as well as managing the production of marketing collateral like posters, catalogues, and annual reports. They oversee the organisation's online presence, implement digital campaigns, and monitor social media metrics to enhance engagement. Additionally, they cultivate media relationships, secure press coverage, and support the development of exhibitions, publications, and acquisitions.

- Listed in FWC scope: No
- Recommended Award classification: **Grade 8 \$31.14 p/h, \$1183.50 p/w**

Rate equivalencies					
NAVA Code of Practice rates	Amusement Event and Recreation Award 2020	Crown Employees (Public Sector - Salaries 2022) (as at 2022) i.e. Art Gallery of NSW	National Gallery of Victoria Enterprise Agreement 2024-2026 (as at 27 October 2024) based on Work level standards	Social, Community, Home Care and Disability Services Industry Award 2010	Clerks – Private Sector Award 2020
<p>Large organisations minimum range - \$84,459 - \$127,969 \$1624.21 p/w</p> <p>Medium organisations \$61,425 - \$89,578 \$1181.25 p/w</p> <p>Small organisations \$56,306 - \$70,383 \$1082.81 p/w</p>	<p>Grade 8 \$1183.50 p/w</p>	<p>Display Technician, Art Gallery</p> <p>Grade 1 \$70,156 \$72,031 \$74,050</p>	<p>NGV Level 2 L2.1-L2.3 \$58,625 - \$63,685 \$1127.40</p> <p>NGV Level 3 L3.1-L3.3 \$64,923 - \$70,612 \$1248.5 p/w</p>	<p>Level 1 \$965.60 - \$1,032.30</p> <p>Level 2 \$1,269.73 - \$1,385.35</p>	<p>Level 4 \$1145.00</p> <p>Level 5 \$1191.50</p>

Classification information			
Qualifications/Skills	Minimum experience	Scope of responsibility	Indicative tasks
<ul style="list-style-type: none"> • Bachelor degree 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. 	<ul style="list-style-type: none"> • Industry experience in marketing, communications, and brand management. 	<ul style="list-style-type: none"> • Generally works without supervision. • Internal and external stakeholder relations. • Is accountable and responsible for workplace output and can work under pressure. • Financial reporting, operational reporting. 	<ul style="list-style-type: none"> • Develop and deliver high-quality marketing plans, materials, digital content, and campaigns to promote exhibitions, events, and programs, ensuring alignment with organisational goals and brand identity. • Maintain and enhance the organisation's brand image, ensuring consistent messaging across all platforms, and oversee digital marketing efforts, including social media and website management. • Build relationships with media, journalists, and influencers to secure press coverage, and collaborate with internal teams and external partners for cross-promotional opportunities. • Implement strategies to engage and grow audiences, both online and offline, and use analytics tools to measure the impact of marketing initiatives and refine approaches.

Studio Assistant

Studio Assistants support the management and maintenance of the studio space, ensuring compliance with WHS requirements, and oversee the ordering and distribution of professional art supplies while providing procedural guidance. They organise professional development opportunities and cultural events for artists and staff, and support the creation of high-quality artworks by assisting with fine art materials. Additionally, they catalogue completed works using SAM database software, document artist details, and aid in copyright protection. Their responsibilities extend to marketing and promotion, including updating websites and social media, coordinating freight and packaging, and handling day-to-day administrative tasks such as customer service, sales, reporting, and financial administration.

- Listed in FWC scope: Yes
- Recommended Award classification: **Grade 7 \$29.64 p/h, \$1126.30 p/w**

Rate equivalencies			
Amusement Event and Recreation Award 2020	National Gallery of Victoria Enterprise Agreement 2024-2026 (as at 27 October 2024) based on Work level standards	Social, Community, Home Care and Disability Services Industry Award 2010	Clerks—Private Sector Award 2020
Grade 7 \$1126.30 p/w	NGV Level 2 L2.1-L2.3 \$58,625 - \$63,685 \$1127.40	Level 1 \$965.60 - \$1,032.30 Level 2 \$1,269.73 - \$1,385.35	Level 4 \$1145.00

Classification information		
Qualifications/Skills/Minimum experience	Scope of responsibility	Indicative tasks
<ul style="list-style-type: none"> • Tertiary qualifications in fine arts, arts administration or relevant professional industry experience. 	<ul style="list-style-type: none"> • Financial reporting, operational reporting • Generally works without supervision. • Internal and external stakeholder relations. 	<ul style="list-style-type: none"> • Support the management and maintenance of studio operations, ensuring compliance with WHS standards, and support day-to-day administrative tasks, including customer service, sales, and financial reporting. • Facilitate the production of professional artworks by providing high-quality materials, technical guidance, and assistance with cataloging using SAM database software, installation, documentation, and copyright protection. • Organise professional development opportunities and cultural events for artists and staff, while assisting in marketing, website updates, and social media promotion.

		<ul style="list-style-type: none"> Manage the ordering and distribution of art supplies, and coordinate the packaging, freight, and delivery of completed artworks.
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Studio Coordinator

Studio Coordinators manage and maintain the studio space, ensuring compliance with WHS requirements, and oversee the ordering and distribution of professional art supplies while providing procedural guidance. They organise professional development opportunities and cultural events for artists and staff, and support the creation of high-quality artworks by assisting with fine art materials. Additionally, they catalogue completed works using SAM database software, document artist details, and aid in copyright protection. Their responsibilities extend to marketing and promotion, including updating websites and social media, coordinating freight and packaging, and handling day-to-day administrative tasks such as customer service, sales, reporting, and financial administration.

- Listed in FWC scope: Yes
- Recommended Award classification: **Grade 9 \$34.49 p/h, \$1310.60 p/w**

Rate equivalencies			
Amusement Event and Recreation Award 2020	National Gallery of Victoria Enterprise Agreement 2024-2026 (as at 27 October 2024) based on <u>Work level standards</u>	Social, Community, Home Care and Disability Services Industry Award 2010	Clerks—Private Sector Award 2020
Grade 9 \$1310.60	NGV Level 3 L3.1-L3.3 \$64,923 - \$70,612 \$1248.5 p/w NGV Level 4 L4.1-L4.3 \$72,803 - \$79,139 \$1400.0 p/w	Level 2 \$1,269.73 - \$1,385.35	Level 5 \$1191.50

Classification information		
Qualifications/Skills/Minimum experience	Scope of responsibility	Indicative tasks
<ul style="list-style-type: none"> Tertiary qualifications in fine arts, arts administration or relevant professional industry experience. 	<ul style="list-style-type: none"> Financial reporting, operational reporting Generally works without supervision. Internal and external stakeholder relations. Would have studied or worked in a relevant area to develop a specialised skill in fine arts and arts admin. Is accountable and responsible for workplace output and can work under pressure. 	<ul style="list-style-type: none"> Manage and maintain studio operations, ensuring compliance with WHS standards, and support day-to-day administrative tasks, including customer service, sales, and financial reporting. Facilitate the production of professional artworks by providing high-quality materials, technical guidance, and assistance with cataloging using SAM database software, installation, documentation, and copyright protection. Organise professional development opportunities and cultural events for artists and staff, while assisting in marketing, website updates, and social media promotion. Manage the ordering and distribution of art supplies, and coordinate the packaging, freight, and delivery of completed artworks.

Assistant Curator

Assistant Curators support Curators in the development and delivery of curatorial programs, including exhibitions, engagement initiatives, and creative projects. They coordinate with artists, associate curators, and professionals, ensuring industry standards and contractual obligations are met. They support exhibition design, timelines, and installation processes, while also researching and preparing written materials for publications, reports, and acquisitions. They assess the significance of collection items, care for artworks, and manage conservation needs. Additionally, Assistant Curators acquire and authenticate new pieces, organise research and publication programs, and supervise staff, all while maintaining records and ensuring the collection is accessible and interpreted for contemporary audiences.

- Listed in FWC scope: No
- Recommended Award classification: **Grade 7 \$29.64 p/h, \$1126.30 p/w**

Rate equivalencies			
NAVA Code of Practice rates	Amusement Event and Recreation Award 2020	National Gallery of Victoria Enterprise Agreement 2024-2026 (as at 27 October 2024) based on Work level standards	Social, Community, Home Care and Disability Services Industry Award 2010
<p>Large organisations \$63,984 - \$76,781 \$1230.46 p/w</p> <p>Medium organisations \$58,866 - \$69,103 \$1,132.04 p/w</p> <p>Small organisations \$51,188 - \$61,425 \$984.38 p/w</p>	<p>Grade 7 \$1126.30 p/w</p>	<p>NGV Level 2 L2.1-L2.3 \$58,625 - \$63,685 \$1127.40</p> <p>NGV Level 3 L3.1-L3.3 \$64,923 - \$70,612 \$1248.5 p/w</p>	<p>Level 1 \$965.60 - \$1,032.30</p> <p>Level 2 \$1,269.73 - \$1,385.35</p>

Classification information		
Qualifications/Skills/Minimum experience	Scope of responsibility	Indicative tasks
<ul style="list-style-type: none"> • Bachelor degree, often Honours or Masters degree. • Industry experience in a broad discipline, including contemporary art, anthropology, fine art, Indigenous art, decorative arts, natural history, social history, science, or technology • Generally recognised as authorities on one or more specific subject areas possessing extensive critical and historical knowledge and community engaged experience. 	<ul style="list-style-type: none"> • Is accountable and responsible for workplace output and can work under pressure. • Studied or worked in a relevant area to develop specialist knowledge in a broad discipline, generally recognised as authorities on one or more specific subject areas. • Generally works without supervision. • Reports to Curators. 	<ul style="list-style-type: none"> • Assist with the planning and execution of curatorial programs, including exhibitions, engagement initiatives, and creative projects, while preparing related texts, collection research and publications. • Coordinate contracts for artists, associate curators, and professionals, ensuring industry standards and timelines are met for exhibitions and installations. • Contribute to the care, acquisition, classification, conservation and restoration of artworks, conduct significance, condition and authenticity assessments, and contribute to research and publication programs. • Maintain records, organise displays, and produce high-level written materials for reports, signage, and publications to enhance audience engagement.

Curator

Curators are highly specialist roles that oversee the development and delivery of curatorial programs, including exhibitions, engagement initiatives, and creative projects. They coordinate with artists, associate curators, and professionals, ensuring industry standards and contractual obligations are met. Curators manage exhibition design, timelines, and installation processes, while also researching and preparing written materials for publications, reports, and acquisitions. They assess the significance of collection items, care for artworks, and manage conservation needs. Additionally, curators acquire and authenticate new pieces, organise research and publication programs, and supervise staff, all while maintaining records and ensuring the collection is accessible and interpreted for contemporary audiences.

- Listed in FWC scope: No
- Recommended Award classification: **\$34.49 p/h, \$1310.60 p/w**

Rate equivalencies					
NAVA Code of Practice rates	Amusement Event and Recreation Award 2020	National Gallery of Victoria Enterprise Agreement 2024-2026 (as at 27 October 2024) based on Work level standards	Social, Community, Home Care and Disability Services Industry Award 2010	Clerks—Private Sector Award 2020	Average rate (yourcareer.gov)
<p>Large organisations \$70,383 - \$84,459 \$1,353.52 p/w</p> <p>Medium organisations \$64,752 - \$76,013 \$1,245.23 p/w</p> <p>Small organisations \$56,306 - \$67,568 \$1,082.81 p/w</p>	<p>Grade 9 \$1310.60</p>	<p>NGV Level 2 L2.1-L2.3 \$58,625 - \$63,685 \$1127.40</p> <p>NGV Level 3 L3.1-L3.3 \$64,923 - \$70,612 \$1248.5 p/w</p>	<p>Level 2 \$1,269.73 - \$1,385.35</p>	<p>Level 5 \$1191.50</p>	<p>\$1379.00 p/w</p>

Classification information		
Qualifications/Skills/Minimum experience	Scope of responsibility	Indicative tasks
<ul style="list-style-type: none"> • Bachelor degree, often Honours or Masters degree. • Industry experience in a broad discipline, including contemporary art, anthropology, fine art, Indigenous art, decorative arts, natural history, social history, science, or technology • Generally recognised as authorities on one or more specific subject areas possessing extensive critical and historical knowledge and community engaged experience. 	<ul style="list-style-type: none"> • May have specific supervisory duties and the authority to direct Assistant Curators. • Is accountable and responsible for workplace output and can work under pressure. • Studied or worked in a relevant area to develop specialist knowledge in a broad discipline, generally recognised as authorities on one or more specific subject areas. • Generally works without supervision. 	<ul style="list-style-type: none"> • Plan and execute curatorial programs, including exhibitions, engagement initiatives, and creative projects, while preparing related texts, collection research and publications. • Manage contracts for artists, associate curators, and professionals, ensuring industry standards and timelines are met for exhibitions and installations. • Oversee the care, acquisition, classification, conservation and restoration of artworks, conduct significance, condition and authenticity assessments, and contribute to research and publication programs. • Maintain records, supervise staff, organise displays, and produce high-level written materials for reports, signage, and publications to enhance audience engagement.

FIRST NATIONS ART CENTRES

Art Centre Manager*:

Art Centre Managers are highly specialist professionals responsible for overseeing operations, professional development, exhibition programs, and sales management. They play a key role in building and maintaining relationships at local, national and international levels while securing and management financial and in-kind support for the art centre.

At First Nations Art Centres, Art Centre Managers typically oversee governance, finances and operations, and community engagement, while providing direct support to artists and arts workers. This role requires qualifications in art management, business management, or economics or experience equivalent to a Diploma/Bachelor degree level.

These managers bring highly specialised leadership, technical and managerial expertise, along with deep knowledge of the Aboriginal and Torres Strait Islander art industry, First Nations community organisations, copyright and Indigenous Cultural and Intellectual Property (ICIP). They also have experience working with and reporting to First Nations groups, individuals, and communities.

In many cases, though not all, First Nations Art Centre Managers work under precarious conditions with low base salaries and heavy workloads. Without Award coverage, there is no minimum standard for pay and conditions, leaving these critical roles vulnerable to underpayment and burnout.

By including First Nations Art Centre Managers in the Award, the Fair Work Commission can ensure that these essential arts leaders are adequately compensated and provided with a robust safety net, recognising the specialised skills, responsibilities, and contributions they bring to the sector.

- Listed in FWC scope: Yes
- Recommended award classification: Grade 12 \$41.17 p/h

*Manager roles generally come with Salary Packages including 6 weeks annual leave, accommodation packages including a rental allowance or subsidised housing, utilities allowance, relocation allowance, remote area benefit, annual travel allowance, professional development opportunities.

Rate equivalencies				
Based on example job descriptions ranging from small - large Art Centres	ANKA Art Centre Salary Benchmarking Report 2022	Aboriginal Health Pay Guide	Amusement, Event and Recreation Award	SCHADS Award (National)
Large organisations \$90,000 - 100,000 + (plus super)	Minimum \$70,000 (plus super)	Grade 4 \$1302.40 - 1368.20	Grade 10 \$1393.50	Level 6 \$2,045.96 - \$2,136.40
Medium organisations \$80,000 - 90,000 (plus super)	Medium \$88,920 (plus super)	Grade 5 \$1400.90 - 1433.80		Level 7 \$2,212.79 - \$2,305.23
Small organisations \$75,000 - 80,000 (plus super)	Maximum \$112,000 (plus super)			Level 8 \$2,400.77 - \$2,495.31

Classification information		
Qualifications/Skills/Minimum experience	Scope of responsibility	Indicative tasks
<ul style="list-style-type: none"> May possess tertiary qualifications in Visual Arts, Arts Management, Business, Economics/Finance and/or equivalent experience in visual arts, Aboriginal and Torres Strait Islander Community Organisations, or a related industry. Strong understanding of the Aboriginal and Torres Strait Islander art industry, Aboriginal and Torres Strait Islander communities, 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. 	<ul style="list-style-type: none"> Reports to Board Manages artists and staff Leads and manages all aspects of the Art Centre to support the artists to realise their artistic and commercial potential and strengthen the community. Financial reporting, operational reporting. Relevant tertiary qualifications in fine arts, arts management, conservation or collection or equivalent industry experience generally required. Highly specialist role with knowledge of conservation 	<ul style="list-style-type: none"> 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

	<p>science and preventative practices, some level of technical and problem solving skills required.</p>	<p>frameworks as they impact on the governance of the Art Centre</p> <ul style="list-style-type: none"> • 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.
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Art Centre Cultural Manager/Cultural Engagement Officer:

The Art Centre Cultural Manager is a senior cultural engagement role for an artist and member of the local community. It is a specialised role dedicated to senior local community members, that works across governance, community engagement, supporting the artists and arts workers. They possess senior cultural and lived experience, belongs to the language group of the Art Centre and is fluent in local language/s and English in order to provide specific culturally appropriate support and respect existing traditional law and leadership frameworks in these roles.

- Listed in FWC scope: No
- Recommended award classification: Grade 11 \$39.32 p/h

Rate equivalencies				
Based on example job descriptions ranging from small - large Art Centres	ANKA Art Centre Salary Benchmarking Report 2022	Aboriginal Health Pay Guide	Amusement, Event and Recreation Award	SCHADS Award (National)
Large organisations \$90,000 - 100,000 + (plus super)	Minimum \$70,000 (plus super)	Grade 4 \$1302.40 - 1368.20	Grade 10 \$1393.50	Level 6 \$2,045.96 - \$2,136.40
Medium organisations \$80,000 - 90,000 (plus super)	Medium \$88,920 (plus super)	Grade 5 \$1400.90 - 1433.80		Level 7 \$2,212.79 - \$2,305.23
Small organisations \$75,000 - 80,000 (plus super)	Maximum \$112,000 (plus super)			Level 8 \$2,400.77 - \$2,495.31

Classification information		
Qualifications/Skills/Minimum experience	Scope of responsibility	Indicative tasks
<ul style="list-style-type: none"> • Must be a senior member of community • Must have lived experience in the community of the Art Centre • Fluent in local language and English. 	<ul style="list-style-type: none"> • Reports to Art Centre Manager and the Board. • Supports all artists and staff. • Manages all cultural aspects of the Art Centre to support the artists to realise their cultural and artistic potential and strengthen the community. This includes strategic planning, creative direction and professional development 	<ul style="list-style-type: none"> • Strategic planning in consultation with the governing committee, staff, and artists. • Collaborate with the Art Centre Board. • Provide specific culturally appropriate support.

	<p>of artists; translating and interpreting, supporting cultural maintenance, and governance.</p>	<ul style="list-style-type: none"> • Translating and interpreting between local languages and English . • 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. • Build strong relationships with artists, Elders, community members, and external stakeholders.
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Art Centre Studio Coordinator/Studio Manager:

The Studio Coordinator is a highly specialist role that provides daily support to artists in the studio to make their art; creates and manages opportunities for them to develop their skills; and facilitates activities that support sales of the work they produce. The Studio Coordinator also participates in a range of administrative activities for the art centre, including preparing grant applications and monitoring budgets.

- Listed in FWC scope: Yes
- Recommended award classification: Grade 11 \$39.32 p/h

*Coordinator/Manager roles may come with Salary Packages including 6 weeks annual leave, accommodation packages including a rental allowance or subsidised housing, utilities allowance, relocation allowance, remote area benefit, annual travel allowance, professional development opportunities.

Rate equivalencies				
Based on example job descriptions ranging from small - large Art Centres	ANKA Art Centre Salary Benchmarking Report 2022	Aboriginal Health Pay Guide	Amusement, Event and Recreation Award	SCHADS Award (National)
Large organisations \$65,000 - \$70,000 (plus super)	Minimum \$49,600 (plus super)	Grade 3 \$1148.20 - \$1267.00	Grade 10 \$1393.50	Level 3 \$1,419.14 - \$1,521.83
Medium organisations \$60,000 - \$65,000 (plus super)	Medium \$65,208 (plus super) \$1,254 p/w	Grade 4 \$1302.40 - 1368.20		Level 4 \$1,636.93 - \$1,761.28
Small organisations \$55,000 - \$60,000 (plus super)	Maximum \$76,000 (plus super)			Level 5 \$1,872.65 - \$1,957.46
				Level 6 \$2,045.96 - \$2,136.40

Classification information		
Qualifications/Skills/Minimum Experience	Scope of responsibility	Indicative tasks
<ul style="list-style-type: none"> • May possess tertiary qualifications and/or work experience in visual arts or a related industry, understanding of the Aboriginal and Torres Strait Islander art industry, contemporary arts practices, and the broader visual arts landscape. • Experience in exhibition coordination and working with colour, mixing colour. 	<ul style="list-style-type: none"> • Co-ordinates, supervises and directs the work of others in a team environment. • Would have studied or worked in a relevant area to develop a specialised skill in a particular profession, technical or service field above trade level or its equivalent. • Financial reporting, operational reporting. 	<ul style="list-style-type: none"> • 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. • Responsible for managing the studio space and supporting artists to make their art and develop their professional capabilities. • 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.

Art Centre Art Worker*:

The Arts Worker role is often an artist within the arts centre who takes on a support role for the Manager and Studio Coordinator/Gallery Manager. This role is a necessary one in every art centre as they are the primary translator/interpreter for the centre.

Arts worker 1: Emerging arts worker supporting the daily cleaning and maintenance of the art centre.

Arts worker 2: Supporting the administration of the art centre.

Arts worker 3: Supporting the technical aspects of the studio including material sourcing, mixing, harvesting etc.

Arts worker 4: Supporting the cultural and professional development of the art centre.

- Listed in FWC scope: Yes
- Recommended award classification:
 - Arts worker 1: Grade 1 \$24.10 p/h, \$915.90 p/w
 - Arts worker 2: Grade 4 \$27.17 p/h, \$1032.30p/w
 - Arts worker 3: Grade 7 \$29.64 p/h, \$1126.30p/w
 - Arts worker 4: Grade 9 \$34.49 p/h, \$1310.60 p/w

*some Art Centres pay Arts Workers according to seniority within community, without incorporating “Senior” in the job title

Rate equivalencies				
Based on example job descriptions ranging from small - large Art Centres/ ANKA Report	ANKA Art Centre Salary Benchmarking Report 2022	Aboriginal Health Pay Guide - Community Health Worker Per Week	Amusement, Event and Recreation Award Per Week	SCHADS Award (National) - Per Week
Large organisations \$45,645 - \$58,500 (plus super)	Minimum \$42,900 - \$44,381 (plus super)	Grade 1 \$985.20	Arts worker 1: Grade 1 \$915.90	Level 1 \$965.60 - \$1,032.30
Medium organisations \$42,900 - \$46,772 (plus super)	Medium \$42,900 - \$46,772 (plus super)	Grade 2 \$1055.10 - \$1091.20	Grade 2 \$949.20	Level 2 \$1,269.73 - \$1,385.35
Small organisations \$42,900 - \$44,381 (plus super)	Maximum \$45,645 - \$58,500 (plus super)	Grade 3 \$1148.20 - \$1267.00	Arts Worker 2: Grade 4: \$1032.30	Level 3 \$1,419.14 - \$1,521.83
		Grade 4 1302.40 - 1368.20	Grade 5: \$1064.70	

			Arts Worker 3: Grade 7 \$1126.30 Grade 8 \$1183.50 Arts Worker 4: Grade 9 \$1310.60	Level 4 \$1,636.93 - \$1,761.28
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Qualifications/Skills/Minimum Experience	Scope of responsibility	Indicative tasks
<ul style="list-style-type: none"> • 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. • The role generally includes professional development and on the job training. • Art Centre workers are generally for Artists/Community members who belong to the language group/community. 	<ul style="list-style-type: none"> • Reports to Studio Coordinator/Gallery Manager/Art Centre Manager/Cultural Manager. • Daily support to the artists in the studio, create and manage opportunities for skill development, support sales of artworks. • May be required to practice administrative support for art centre including managing budgets and preparing grant applications. • May have developed a specialised skill in a particular profession (language translation/interpretation) above trade level or its equivalent. 	<ul style="list-style-type: none"> • Collect and document artists' stories, photograph artworks, and safely handle and store art in organised spaces. • May 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. • May 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.