



NATIONAL  
ASSOCIATION  
FOR THE  
VISUAL ARTS

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Arts sector - Amusement, Events and Recreation Award 2020  
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## 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. This submission has been drafted in collaboration with the Australian Museums and Galleries Association (AMaGA) and Creative Workplaces, following the Case Management Conference on Monday 14 April 2025. It seeks to provide the Commission with further edits to the Classification Structure as discussed at the conference early this week.
2. **Note:** 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, Handyperson, 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);
- (e) Administrative assistant in a gallery, museum or visual arts organisation; and
- (f) 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.
- (s) Performing administrative work related to accounts, stock and inventory, scheduling and rostering.

## A.6 Grade 5

A.6.1 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.

A.6.2 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

A.7.1 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, ~~qualifications, knowledge or experience~~ 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.

**A.8.3** An employee at this level in museums, galleries and visual arts organisations will possess the following skills, knowledge or experience acquired through formal training, on-the-job learning, or practice in the field, and may be required to perform the following duties:

- (a) Support the coordination of loans, art collections, exhibition registration, including maintaining, documenting and assisting with the care, conservation, and authenticity assessments of artworks;
- (b) Assist in maintaining collection information systems and contribute to the organisation and maintenance of gallery storerooms and equipment;
- (c) Assist in the development and delivery of exhibitions, curatorial programs, events, and audience engagement initiatives, including by researching, acquiring artwork, and preparing interpretive materials including labels, reports, and publications;
- (d) Support the logistics related to exhibition installation and display, including scheduling, contracting, artwork freight and storage, and ensure compliance with work health and safety standards;
- (e) Support the promotion and communication of exhibitions, education and public programs, and artists' work to grow audience engagement, and assist with the delivery of arts and cultural experiences for diverse audiences, including those for Deaf, d/Disabled and culturally diverse audiences;
- (f) Support artists in the creation of artwork and the maintenance and management of studio spaces; and
- (g) Support the technical aspects of studio operations, including material sourcing, mixing, harvesting etc.

**A.8.4** Indicative positions at this level in galleries, museums and visual arts organisations include:

- (a) Assistant Registrars
- (b) Assistant Curators
- (c) Preparators, art installers and gallery and museum technicians
- (d) Exhibition and Collections Officers
- (e) Education and Public Programs Officers
- (f) Marketing and Communications Officers
- (g) Studio Assistants
- (h) Art Centre Art Workers



## **A.9 Grade 8**

**A.9.1** 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.

**A.9.2** An employee at this level in museums, galleries and visual arts organisations will possess the relevant qualifications and/or experience and may be required to perform the following duties:

- (a) Ensure accessibility and inclusion within the visual arts sector, including through program design, consultation, or audience engagement initiatives;
- (b) Offer input, advocacy, and specialised knowledge to support organisational goals or sector development;
- (c) Plan, develop, and deliver education and public programs, exhibitions, and initiatives that reflect strategic priorities, promote participation and audience diversity;
- (d) Coordinate logistics, scheduling, and delivery of events, exhibitions, and installations, including managing contractors, suppliers, budgets, storage, equipment, documentation, and ensuring compliance with work health and safety standards;
- (e) Responsibility for the development and delivery of arts and cultural experiences for diverse audiences; and
- (f) Develop and execute promotion and communication strategies for exhibitions, events, education and public programs.

**A.9.3** Indicative positions at this level in galleries, museums and visual arts organisations include:

- (a) Access Coordinators
- (b) Advisors
- (c) Exhibition and Collections Coordinators
- (d) Education and Public Programs Coordinators
- (e) Marketing and Communications Coordinators

## **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.

**A.10.2** An employee at this level in museums, galleries and visual arts organisations will possess relevant qualifications and/or equivalent experience that enable them to undertake advanced or specialised duties across studio, collection, curatorial, education and public programming, or community-focused areas. Such an employee may be required to perform the following duties:

- (a) Responsibility for supporting artists, managing studio spaces, and maintaining facilities;
- (b) Oversee the administrative and logistical aspects of art collections;
- (c) Develop and deliver exhibitions, curatorial, education and public programs;
- (d) Support the cultural and professional development of a First Nations art centre; and
- (e) Maintain clean, safe, and culturally appropriate workspaces, adhering to best practices in work health and safety, including equipment handling, daily maintenance, and accessibility.

**A.10.3** Indicative positions at this level in galleries, museums and visual arts organisations include:

- (a) Studio Coordinators
- (b) Registrars
- (c) Curators
- (d) Art Centre Art Workers

## **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**

**A.12.1** An employee at this level has qualifications, cultural knowledge or senior lived experience that enables them to develop highly specialised knowledge, apply culturally safe practices, or undertake advanced and complex duties.

**A.12.2** An employee at this level in galleries, museums and visual arts organisations may undertake the following indicative duties:

- (a) Responsibility for the physical care, preservation, and restoration of artworks;
- (b) Support governance, strategic planning, operations, financial management, exhibition schedules and community engagement;
- (c) Provide culturally appropriate support and respect existing traditional law and leadership frameworks;
- (d) Support artists in studio practice, including facilitating skills development and activities that support income generation through artwork sales;
- (e) Support administrative activities for the art centre, including preparing grant applications and monitoring budgets;
- (f) Responsibility for purchasing within the limits imposed by policy and the budget;
- (g) Oversee the development and delivery of exhibitions, curatorial, education and public programs;
- (h) Responsibility for ensuring that all administrative systems are complied with by the staff under their direction; and
- (i) Clean, repair, and stabilise artworks or artefacts, using scientific methods and specialised techniques, and ensure proper documentation and care of artworks in collection and during transportation, installation, and storage.

**A.12.3** Indicative positions at this level in galleries, museums and visual arts organisations include:

- (a) Studio Coordinators
- (b) Registrars
- (c) Senior Curators
- (d) Conservators
- (e) Art Centre Cultural Manager/Cultural Engagement Officer; and
- (f) Art Centre Studio Coordinator/Studio Manager

## **A.13 Grade 12**

**A.13.1** An employee at this level performs work in the operation of First Nations Art Centres, and has qualifications, cultural knowledge and/or senior lived experience

that enable them to develop highly specialised knowledge, apply culturally informed practices, and methods or undertake advanced and complex duties. Such an employee may be required to perform the following tasks:

- (a) Oversee governance, financial management, day-to-day operations, and community engagement for the art centre;
- (b) Lead professional development initiatives, exhibition programs, and sales management activities;
- (c) Build and maintain strategic relationships at local, national and international levels;
- (d) Secure and manage financial and in-kind support for the operation of the art centre; and
- (e) Apply extensive knowledge of the Aboriginal and Torres Strait Islander art industry, First Nations community organisations, copyright and Indigenous Cultural and Intellectual Property (ICIP).

**A.13.2** Indicative positions of this level include:

- (a) Art Centre Managers
- (b) Gallery Managers

## 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

<b>Classification</b>	<b>Minimum weekly rate (full-time employee)</b>	<b>Minimum hourly rate</b>
	<b>\$</b>	<b>\$</b>
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