

# Cinema or Theatre Manager

ANZSCO: 149912

Group C

## Job description

Organises and controls the operations of a cinema or theatre. Registration or licensing may be required.












### About this document

- The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.
- Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education.
- The employment assessment involves determining the skill level and relevance of the tasks undertaken.
- Integrity checks may be conducted to verify the qualification and employment claims made in an application.

# Cinema or Theatre Manager is a Group C occupation

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Diploma or higher.

Applicants must have fulfilled at least one of the following four criteria (1–4):

GROUP C	Criteria for a positive Skills Assessment			
Post-qualification Pathways				
	Minimum comparable Diploma or higher AQF level	With highly relevant major field of study	Additional highly relevant qualifications	Highly relevant employment duration
1	 +	 +	N/A	+ 
2	 +	No highly relevant major	+  Minimum AQF Certificate IV level with highly relevant major	+ 
3	 +	No highly relevant major	+ No additional highly relevant qualifications	+ 
Pre-qualification Pathway				
	Highly Relevant employment duration			Minimum comparable Diploma or higher AQF level
4	 +  + Within last 5 years		With or without highly relevant major field of study	+ 

## Description of Pathways

The information below describes the available pathways for a Skills Assessment under **Group C**. Please note that in order to achieve a successful Skills Assessment Outcome, a suitable assessment for both qualifications and employment is required.

### Pathway 1

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher and in a field highly relevant to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **one** year of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

### Pathway 2

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher and in a field not highly relevant to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

An additional qualification in a highly relevant field of study at a minimum AQF Certificate IV level is required. Additional qualifications in a highly relevant field of study include those comparable to the AQF Certificate IV.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **one** year of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

### Pathway 3

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher and in a field not highly relevant to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **two** years of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

### Pathway 4

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher with or without a highly relevant major field of study to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **four** years of employment at an appropriate skill level that includes at least **one** year of highly relevant employment within the last five years before applying,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

## Qualification

Highly relevant fields of study are

- Arts Management
- Business Management.

This occupation requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher and in a field highly relevant to the nominated occupation. For visa-related requirements including caveats that may apply for certain occupations, please visit the [Department of Home Affairs website](#).

## Employment Criteria

Highly relevant tasks include, but are not limited to:

- Develops and implements business plans, budgets, policies and procedures
- Arranges promotional displays and advertising
- Determines and sets seating prices
- Maintains and monitors business records and prepares financial statements and reports
- Ensures compliance with occupational health and safety regulations

Additional tasks may include:

- Develops and implements business plans, budgets, policies and procedures
- Researches, selects and schedules programs
- Arranges promotional displays and advertising
- Determines and sets seating prices
- Maintains and monitors business records and prepares financial statements and reports
- Selects, trains and supervises staff
- Ensures compliance with occupational health and safety regulations
- Ensures that cash handling and security procedures are observed
- May plan and oversee the operations of facilities such as retail stores and supplementary entertainment areas

## Supporting material for assessment

Applicants nominating this managerial occupation must submit an organisational chart. An organisational chart should include:

- The company letterhead,
- Your job position,
- The job position of your superiors and subordinates, as well as,
- All positions reporting to your immediate supervisor and to your direct subordinates.

If you are unable to obtain an organisational chart from your employer, please provide a statutory declaration outlining the required information and the reasons why this information cannot be provided.

