VETASSESS

Information sheet

Arts Administrator or Manager

ANZSCO: 139911 **Group B**

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.

Job description

Arts Administrators or Managers plan, organise, direct, control, coordinate and promote artistic and cultural policies, programs, projects and services.

Occupations considered suitable under this ANZSCO code:

- Art Gallery Director
- Community Arts Centre Manager
- Cultural Centre Manager

Occupations not considered under this ANZSCO code:

- Artistic Director
- Gallery or Museum Curator
- Stage Manager
- Media Producer (excluding video)
- Video Producer

These occupations are classified elsewhere in ANZSCO.

Arts Administrator or Manager is a VETASSESS Group B occupation

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

Applicants can fulfil the assessment criteria for this occupation in four different ways.

*If employment is prior to the completion of the qualification at the required level, an applicant must have at least one year of highly relevant employment at an appropriate skill level within the last five years. The remaining five years of pre-qualifying period may be within the last ten years.

A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment outcome.

GROUP B	Criteria for a suitable Skills Assessment			
	Minimum comparable Bachelor or higher degree AQF level	With highly relevant major field of study	Additional highly relevant qualifications	Highly relevant employment duration
1	AQF +	+	N/A +	1 YEAR minimum
2	AQF +	No highly relevant major +	Minimum AQF Diploma level with highly relevant major +	2 YEARS minimum
3	AQF +	No highly relevant major +	No additional highly relevant qualifications +	3 YEARS minimum
Pre-qualification methodology can apply to Group B occupations				
	Highly relevant employment duration	With or without highly relevant major field of study	Additional highly relevant qualifications	Comparable Bachelor degree AQF level
4	5 YEARS minimum + 1 YEAR minimum (Within last 5 years) +	N/A +	N/A +	AQF

Description of Pathways

The information below describes the available pathways for a Skills Assessment under **Group B**. Please note that in order to achieve a suitable Skills Assessment Outcome, a positive 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) Bachelor degree or higher degree and in a field highly relevant to the nominated occupation.

Bachelor degree or higher degree includes AQF Master Degree or AQF 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) Bachelor degree or higher degree and in a field not highly relevant to the nominated occupation.

Bachelor degree or higher degree includes AQF Master Degree or AQF Doctoral Degree.

An additional qualification in a highly relevant field of study at a minimum AQF Diploma level is required. Additional qualifications in a highly relevant field of study include those comparable to the AQF Diploma or AQF Advanced Diploma or AQF Associate Degree or AQF Graduate Diploma.

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.

For example, an applicant for the occupation Quality Assurance Manager completed a non-relevant AQF Bachelor qualification in April 2024 and later completed an AQF Diploma in Quality Management in May 2026. The applicant commenced employment with the organisation in May 2024 and remains employed there.

Under Pathway 2, the applicant satisfies the minimum educational requirement for a Group B occupation through the AQF Bachelor qualification. Accordingly, employment is counted from the completion date of the Bachelor qualification, meaning employment from May 2024 onwards may be considered toward both the required Qualifying Period (QP) and any remaining eligible period for the points test.

As the later Diploma qualification is highly relevant to the occupation, the applicant may access the reduced employment requirement applicable under Pathway 2. In this case, only two years of QP are required, and that employment may be counted from the post-Bachelor period rather than from the Diploma qualification completion date.

Pathway 3

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

Bachelor degree or higher degree includes AQF Master Degree or AQF Doctoral Degree.

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

- at least **three** 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) Bachelor degree or higher degree with or without a highly relevant major field of study to the nominated occupation.

Bachelor degree or higher degree includes AQF Master Degree or AQF Doctoral Degree.

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

- at least **six** 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

This occupation requires a qualification in one of the following fields of study:

- Arts Administration or Management
- Arts and Cultural Management
- Art Curatorship
- Fine Arts or Art History
- Aboriginal Cultural Heritage Management

Other fields of study which relate to the Arts, and particularly when linked to subsequent employment in the same area, will be assessed on a case-by-case basis.

*This includes qualifications assessed at AQF Bachelor, Master and Doctoral level.

Employment

Highly relevant tasks include:

- Developing, implementing and monitoring strategies, policies and plans for their area of control;
- Establishing and directing operational and administrative procedures;
- Directing and coordinating the allocation of resources;
- Monitoring work progress and performance, and adjusting processes and resources to keep goals on track;
- Controlling budget planning and report preparation, and monitoring and controlling expenditure for their area of control;
- Controlling selection, training and performance of staff;
- Representing the organisation in negotiations, and at conventions, seminars, public hearings and forums.

Additional tasks may include:

- Seeking sponsorship and funding from federal, state, territory and local governments as well as community and industry organisations;
- Preparing and submitting funding applications;
- Negotiating with artists and performers regarding contracts;
- Coordinating arts programs;
- Taking part in the commissioning and purchasing of works or art;
- Organising and promoting exhibitions and events;
- Liaising with the media;
- Providing education services to the public;
- Making recommendations on cultural grants.

Employment information

Arts Administrators or Managers are engaged in work linked to one or more of the Visual Arts, Music, Dance, Literature, wider Performing Arts and/or creative/ cultural practices. Typical employment contexts include artistic and cultural organisations, local government and councils, national performing arts companies, regional community arts centers, museums, galleries, and orchestras and entrepreneurial organisations such as concert, festival and theatrical promoters, among others.

This occupation is within the ANZSCO 'Specialist Managers' sub-major group. Highly relevant tasks may be in specialised functions such as philanthropic/ membership management, community engagement, and festival programming, or across wider functions within an organisation; in either case, there must be clear interaction with artistic and cultural policies, programs, projects and services.

Tasks should be focused on supporting artistic or cultural output from an administrative or managerial perspective, rather than participating as a creator, Artist, Director or Producer.

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, and
- The job positions 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.