



Australian Government

Department of Education, Employment and Workplace Relations

CUV60103 Advanced Diploma of Arts Management

Release: 1

CUV60103 Advanced Diploma of Arts Management

Modification History

Not Applicable

Description

Not Applicable

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

The following table contains a summary of the **Employability Skills** required for a manager of a small gallery. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Communication

- Exchanging information with arts professionals.
- Establishing and maintaining industry networks.
- Interpreting the results of surveys.
- Writing reports on market research findings.
- Negotiating resource requirements for new administration systems/procedures.
- Presenting information to audiences in an engaging way.
- Responding to questions from members of an audience.
- Preparing and presenting proposals for activities/programs to management.

Teamwork

- Sharing information with colleagues.
- Showing sensitivity to cultural and social differences when communicating with others.
- Collaborating with colleagues and others on a range of administrative tasks.
- Leading a work team, including volunteers.

Problem Solving

- Dealing with problems that arise from diversity issues.
- Adjusting work practices to suit particular arts contexts.
- Resolving problems that arise during the movement and storage of exhibition objects.

Initiative and Enterprise

- Using market research to assist with future planning.
- Developing creative activities and programs that contribute to the overall strategic direction of an organisation.
- Identifying alternative approaches to managing workplace issues.
- Promoting innovative approaches and outcomes in the workplace.

Planning and Organising

- Planning, organising and prioritising work tasks and responsibilities.
- Organising work tasks to ensure safety.
- Developing, implementing and managing arts administration systems and procedures.
- Managing meetings.
- Developing plans for and managing major projects, e.g. activities, events or programs.
- Developing and managing budgets.

<ul style="list-style-type: none"> • Undertaking research to develop concepts and content for exhibitions and other activities. • Planning for and acquiring resources. • Facilitating continuous improvement within operations. • Identifying risk factors and taking action to minimise risk. • Developing and implementing strategic and operational plans.
<p>Self-management</p> <ul style="list-style-type: none"> • Following workplace procedures, particularly in relation to OHS. • Demonstrating leadership. • Managing own time effectively. • Acting within scope of own job role.
<p>Learning</p> <ul style="list-style-type: none"> • Providing mentoring/coaching support to team members on OHS and new administration systems/procedures. • Keeping up to date with industry developments. • Coaching colleagues in ways of accepting diversity in relation to colleagues and customers. • Identifying training needs in relation to diversity issues. • Seeking specialist advice on copyright and legal issues. • Contributing to people's knowledge and understanding through presenting public activities and programs.
<p>Technology</p> <ul style="list-style-type: none"> • Using the internet for research purposes. • Using a range of AV and electronic data presentation equipment.

Packaging Rules

Core Units	
Complete 11 core units	
BSBADM502B	Manage meetings
BSBINN502A	Build and sustain an innovative work environment
BSBMGT502B	Manage people performance
BSBMGT617A	Develop and implement a business plan
BSBSMB401A	Establish legal and risk management requirements of small business
CUEFIN02B	Manage a budget

CUEOHS01B Implement workplace health, safety and security procedures

CUETEM09B Manage diversity

CUVADM12B Work with arts professionals in an arts organisation

CUVCON06B Develop concepts for arts organisations or projects

THHGLE12B Develop and manage marketing strategies

Elective Units

Complete **12 other units**

At least **2 units** must be selected from the following Training Package:

- Business Services, e.g. recordkeeping, specialist administration, governance

At least **3 units** must be selected from the following Training Packages (in addition to the **2 units** from Business Services BSB01):

- Business Services, e.g. recordkeeping, specialist administration, governance
- Museums and Library/Information Services, e.g. exhibitions
- Visual Arts Craft and Design
- Entertainment, e.g. props, sets, scenic art, costume
- Screen and Media, e.g. digital content, set and scenery construction
- Music, e.g. performance

Remaining units may be selected from other areas of the Visual Arts Craft and Design Training Package or any relevant endorsed Training Package at the appropriate level.

The total package of units must meet the requirements of the Australian Qualifications Framework Descriptor for an Advanced Diploma. In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the level of the qualification.

Notes on the Advanced Diploma of Arts Management

This qualification is designed to reflect the role of individuals who analyse, design and execute judgements across a broad range of technical or management function and who have a wide range of specialised technical, creative or conceptual skills. They are also responsible for group outcomes.

This qualification is applicable to a broad range of industry contexts including galleries, museums, theatres and community arts centres. The workplace context must guide the selection of elective units.

Examples of other Training Packages, which may be relevant to this qualification, are as follows:

- Business Services, e.g. computer technology
- Entertainment, e.g. props, sets, scenic art, costume
- Screen and Media, e.g. digital content, set and scenery construction
- Financial Services, e.g. bookkeeping
- Furnishing, e.g. furniture production
- Hospitality, e.g. food and beverage
- Information Technology, e.g. Internet

- Museums and Library/Information Services, e.g. exhibitions
- Music, e.g. performance
- Printing and Graphic Arts, e.g. pre-press
- Retail, e.g. customer service, sales
- Textile, Clothing and Footwear, e.g. clothing production
- Tourism, e.g. guiding

Examples of appropriate units for particular jobs at this level are as follows:

Manager of a Small Gallery

BSBMGT515A	Manage operational plan
BSBMGT516A	Facilitate continuous improvement
BSBREL401A	Establish networks
BSBSMB401A	Establish legal and risk management requirements of small business
CUEFIN01B	Develop a budget
CUFCMP501A	Manage and exploit copyright arrangements
CULMS506B	Plan and develop activities, events and programs
CULMS605B	Develop and implement procedures for the movement/storage of cultural material
CUVADM01B	Develop and implement arts administration systems and procedures
CUVADM05B	Plan and develop information management systems
SRXHRM001B	Manage volunteers

Workshop/Studio Manager

BSBCUS501A	Manage quality customer service
BSBINN502A	Build and sustain an innovative work environment
BSBMGT515A	Manage operational plan
BSBPMG601A	Direct the integration of projects
BSBREL401A	Establish networks
BSBRISK501A	Manage risk
BSBSMB401A	Establish legal and risk management requirements of small business
CUEFIN01B	Develop a budget
CUVADM05A	Plan and develop information management systems