

Visual Arts, Craft and Design

Innovation and Business Skills Australia Ltd

Occupation: Earth Art Promotional Assistant

Job Description: employees help run earth art galleries or workshops. Work involves general administrative functions, selling products and services, assisting with marketing, processing financial records and working with arts professionals.

Qualification: CUV30403 Certificate III in Arts Administration

This qualification reflects the role of individuals who apply a broad range of administrative competencies in varied contexts, using some discretion and judgement. They may provide technical advice and support to colleagues.

Visual Arts, Craft and Design CUV03 Training Package guidelines, with the incorporation of an environmental elective have been applied to create this occupational profile:

14 Units Required	
Core Units	
CUECOR02B	Work with others
CUSGEN02B	Work in a culturally diverse environment
CUFSAF01B	Follow health, safety and security procedures
CUVADM11A	Work within an arts organisation context
Elective Units Selected	
CULMS202A	Assist clients to access services and facilities
CULMS209A	Provide and sell products and services to visitors
CUEMAR01B	Assist with marketing
BSBCMN314A	Utilise a knowledge management system
BSBCMN318A	Write simple documents
CUECOR03A	Provide quality service to customers
CUEFOH09A	Provide venue information and assistance
CUVADM12A	Work with arts professionals in an arts organisation
CUEFOH08A	Process incoming customer orders
BSBCMN313A	Maintain environmental procedures