

## Occupation: Earth Art Promotional Officer

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

**Qualification:** CUV40503 Certificate IV in Arts Administration

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

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

<b>19 Units Required</b>	
<b>Core Units</b>	
CUSGEN02B	Work in a culturally diverse environment
CUEOHS01B	Implement workplace health, safety and security procedures
BSBFLM404A	Lead work teams
CUVADM11A	Work within an arts organisation context
CUVADM12A	Work with arts professionals in an arts organisation
CUVADM01A	Develop and implement arts administration systems and procedures
<b>Elective Units Selected</b>	
BSBCMN412A	Promote innovation and change
BSBCMN413A	Implement and monitor environmental policies
BSBADM304A	Design and develop text documents
BSBADM305A	Create and use databases
BSBADM306A	Create electronic presentations
CUEMAR03B	Undertake marketing activities
THTSMA01B	Co-ordinate the production of brochures and marketing materials
CUSGEN05B	Make presentations
CULMS504A	Coordinate installation and dismantling of small exhibitions
CUETEM09A	Manage diversity
CUEIND03A	Integrate accessibility principles into work practices
CUFFIN02B	Manage a budget
CUSADM03A	Manage a project