

CERTIFICATE III IN ARTS ADMINISTRATION



COURSE CODE:

CUA30615

WHY CHOOSE TAFE NSW?



Opens career doors. Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



Global prospects. TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



State-of-the-art facilities. Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



Industry exposure. TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



Recognised and respected. TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

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QUALIFICATION

Certificate III in Arts Administration

CAREER AREA

Business and Management

TRAINING PACKAGE ENTRY REQUIREMENTS:**ENTRY REQUIREMENTS****Traineeship**

TAFE NSW also offers the Certificate III in Arts Administration as a traineeship. To be eligible to enrol as a trainee you must:

- Be employed in the arts industry as this course is delivered in the workplace
- Have a signed traineeship contract

Thinking about a traineeship? Enquire today.

IS THIS COURSE RIGHT FOR YOU?

To be prepared for this course, we recommend you have:

- Digital literacy
- Literacy and numeracy skills
- Some knowledge of 2D and 3D artworks, and some art experience
- Passion for the arts

If you need help preparing for study, contact us about your options.

NATIONALLY RECOGNISED
TRAINING**■ Traineeship Allowed****OVERVIEW**

The nationally recognised Certificate III in Arts Administration will launch your behind-the-scenes career in the creative industries. Align your passion for the arts with business skills and learn how to bring your artistic vision to life in galleries, museums, theatres and community arts centres.

LEARN NEW SKILLS

Through a mix of theory and practical coursework, learn to:

- Manage basic budgeting
- Develop community networks
- Organise meetings
- Create presentations
- Promote events
- Collaborate with artists
- Interpret copyright

DEVELOP YOUR TALENT

Develop the attributes to help you get you ahead:

- Organisational skills

- Effective collaboration
- Critical and creative problem solving
- Attention to detail
- Initiative and self-motivation

ACHIEVE YOUR GOALS

Completing this course provides you with:

- Pathways to continued study to enhance your career
- An opportunity to build your arts industry network and connections

Career opportunities:

- Arts marketing assistant
- Venue attendant
- Arts administrative assistant
- Arts function assistant

GROW YOUR CAREER

Take your career further with the:

- Certificate IV in Arts Administration
- Certificate IV in Library and Information Services

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