Indigenous Visual Arts Industry Support Program (IVAIS) Arts Worker Employment Information

October 2026

Program Information

The IVAIS program provides grant funding for:

- the operations of Indigenous art centres, art organisations and industry service organisations that support the production, promotion and marketing of Indigenous visual art,
- the employment of Aboriginal and Torres Strait Islander arts workers in IVAIS funded organisations.

Arts worker employment arrangements

IVAIS arts worker funding is designed to provide stable employment for Aboriginal and Torres Strait Islander people, particularly those in regional and remote locations.

Within the parameters of the Australian Government's National Employment Standards you can:

- design a staff structure, including your arts workers, that best meets your needs
- offer arts workers full-time, part-time or casual positions
- offer higher salary levels to higher performing, more experienced arts workers, either by reallocating funds within your total IVAIS arts worker budget, or by using additional organisational funds (i.e. sales income) to top-up salaries.

While IVAIS allows organisations to design a staff structure that best meets their needs, it is expected that, where viable, arts workers will be employed so that they have access to benefits such as wage and hours of work security, salary advancement, professional development, along with superannuation and leave entitlements.

Note on casual positions

Employing arts workers on a casual basis is permissible, however only engaging casual workers over an extended period of time is not desirable. If this is the case, we may ask you to provide an explanation of this staff structure and, if applicable, how you intend to transition casual workers into part-time or full-time positions if they have been employed at this capacity over an extended period.

Typical arts worker duties

Arts workers typically support the day-to-day operations of an art centre including but not limited to:

- **Administrative Assistance:** assist with art centre and office administration; reception; filing; office systems maintenance; vehicle maintenance and management; building maintenance and repairs.
- **Artist and Art Studio Support:** technical activities such as canvas stretching, paint preparation, bark stripping, kiln preparation and firing; organise purchase of art supplies and distribution to artists; arrange meals; organise field trips for artists to collect art materials; clean, organise and maintain art centre studio and stores; transport of artists to and from the art centre.
- **Marketing and Promotion:** digital photography of artworks; cataloguing in Stories Art Money (SAM); web-site updates; sales and sales records; prepare for exhibitions; packaging and freight of artwork; assistance with special events, such as markets, art fairs and festivals; client management.

IVAIS arts worker grant funding must not be used to:

An important note about arts workers making art – IVAIS arts worker grant funding is intended to provide employment for Aboriginal and Torres Strait Islander people in toles that support the day-to-day operations of the art centre, as outlined in the examples of typical arts worker duties above.

Arts worker grant funding **must not** be used to:

- pay wages to artists for the purpose of creating artworks
- support sitting fees or travel by Board Directors.

This is a breach of your IVAIS grant arrangements.

How arts worker grant funding is prioritised

Funding for arts worker positions is in high demand and, pending available IVAIS funds, priority will be given to employment in remote and very remote areas in organisations that have:

- a history of high-level performance in meeting IVAIS program objectives
- provided evidence of the importance of the position to the organisation
- the capacity to meet the employment obligations outlined above
- the capacity to provide adequate arts worker supervision.

The organisation's current level of arts worker funding relative to other organisations will also be taken into consideration.

In filling new positions, you should run a merit-based selection process with positions formalised through a contract.

How funding will be provided

Most IVAIS funding is committed through one-year or multi-year contracts. The duration of a contract is based on an organisation's past performance, delivery against contract milestones, financial viability and administrative stability.

Grant agreements include both your IVAIS operational and IVAIS arts worker funding. This means that you can discuss all IVAIS funding matters with a single team within the Department of Infrastructure, Transport, Regional Development, Communication, Sport and the Arts.

Supporting documentation

To receive your IVAIS grant funding as per your IVAIS grant agreement, you will need to provide us with a strategic plan and an organisational budget.

Variations to your arts worker budget

If any of your arts worker positions have been vacant for a period of time, and you have underspends against your arts worker budget, please discuss this with your IVAIS Contract Officer as soon as possible.

You must seek **prior approval** to make any changes to your budget and/or arts worker positions.

Note that, if you have an arts worker position that is vacant for a period of three months or more, and you cannot make a sufficient case for the retention of the position, we may seek to reallocate the funding to another organisation.

Terms and conditions of arts worker employment

Terms and Conditions	Notes	Resource hyperlinks
Employment conditions	See the National Employment Standards	www.fairwork.gov.au/employee-entitlements/national-employment-standards
Award for guidance	See the *Amusement, Events and Recreation Award [MA000080] Pay Guide*	www.fairwork.gov.au/pay/minimum-wages/pay-guides
Superannuation	Minimum of 12 per cent of salary as at August 2026	www.ato.gov.au/businesses-and-organisations/super-for-employers/about-payday-super
Long Service Leave	Note that in some states and territories long serving casuals are eligible for long service leave.	www.fairwork.gov.au/leave/long-service-leave
Professional development	Minimum 10 per cent of arts worker budget per year	See IVAIS Grant Opportunity Guidelines at www.arts.gov.au/funding-and-support/indigenous-visual-arts-industry-support-program

National Employment Standards

When negotiating working arrangements, employees and employers have rights and obligations determined by the Australian Government's national workplace relations system. Basic information on matters that affect employment are summarised in the Fair Work Information Statement. This document is to be provided to all new employees by their employer as soon as possible after the commencement of employment and stipulates 10 minimum workplace entitlements in the National Employment Standards.

Your organisation is also required to abide by minimum pay scales and to make provision for on costs such as superannuation, workers compensation and leave entitlements.

Awards and conditions of employment

The Fair Work Commission does not have an Award tailored to art centres. However, you may wish to use the *Amusement, Events and Recreation Award – 2020 [MA000080]* and Pay Guide which outline conditions and pay scales in line with the typical duties/skills of arts workers.

Please note that the Award pay rates are updated from 1 July each year.

Alternatively, you may wish to use the Fair Work Commission's guidance on working conditions for award and agreement free employees.

Guidance on the classifications included in the *Amusement, Events and Recreation Award – 2020* classifications and duties

Classification	Typical duties and skills of arts workers
Introductory	An employee who enters the industry and who has not demonstrated the competency requirements of a Grade 1 employee. An employee at this level will undergo training for up to 3 months before progressing to Grade 1.
Grade 1	Employees perform tasks under direct supervision and can apply basic customer service skills.
Grade 2	Employees may be responsible for the quality of their own work subject to routine supervision.
Grade 3	Employees have achieved a standard to be able to perform a greater variety of tasks competently.
Grade 4	Employees will have a level of organisation or industry specific knowledge sufficient to perform work under limited supervision.
Grade 5 & Grade 6	Employees may be required to supervise staff and/or generally supervise projects including basic administration.
Grade 7	Employees understand all operations relevant to their job, co-ordinate, supervise and direct the work of others.
Grade 8 & Grade 9	Employees possess qualifications or experience and undertake duties of a more advanced or complex level.

Refer to *Amusement, Events and Recreation Award – 2020 [MA000080]* for more information including the most up-to-date rates of pay.

Most common employment categories

- **Full-time**: an employee who has ongoing employment and works, on average, around 38 hours each week. The actual hours of work are agreed between the employer and the employee.
- **Part-time**: an employee who is engaged to perform less than the full-time hours at the workplace on a reasonably predictable basis.
- **Casual**: an employee whose work hours may vary per week. A casual employee must be paid per hour at the rate of 1/38th of the weekly rate prescribed for the work performed, plus 25%. This loading compensates for entitlements to leave and other matters from which casuals are excluded.

Note: In some states and territories, long serving casuals are eligible for long service leave (see *Long Service Leave*).

Training and professional development

You will need to allocate minimum 10 per cent of your arts worker funding towards training and professional development activities for arts workers.

Tax

You are required to deduct tax from an employee's pay, and this must be included on the employee's pay slip and in their time and wages records. The Australian Taxation Office (ATO) gives advice and information about tax. For tax queries contact the ATO on 13 28 66 or visit www.ato.gov.au.

Superannuation

Under Australia's Superannuation Guarantee you are required to pay 12 per cent (as at June 2026) superannuation to workers regardless of their earnings if they are over 18 years, or under 18 years and works over 30 hours a week. The superannuation guarantee applies to full-time and part-time and some casual employees. For superannuation queries contact the ATO on 13 10 20 or visit www.ato.gov.au.