

RMIT SCHOOL OF ART

PROGRAM INFORMATION FOR STUDENTS: 2012

ARTS MANAGEMENT

GC010 – Graduate Certificate

GD028 – Graduate Diploma

MC034 – Master of Arts

School of Art

School of Art Reception

Office Hours 9.00am – 5.00pm (closed between 1.00 – 2.00pm)

Location Building 24, Level 1, Room 3
Street Address 124 La Trobe Street, Melbourne
Mailing Address: GPO Box 2476V
Melbourne 3001

Phone (03) 9925 1988
Fax (03) 9925 3755
Website www.rmit.edu.au/art

Administration Officer (Undergraduate)		9925 1988
Administration Officer (Undergraduate)	Soko Mapapalangi	9925 2922
Administration Officer (Postgraduate)	Kathryn Wardill	9925 2416
Administration Officer (Research)	Jenni Morris	9925 1947
Administration Officer (TAFE)	Ninna Cikoja	9925 4472
Acting Academic Services Coordinator	Moura Kabalan	9925 2215

All staff contact details can be found on the School website. To email a staff member:
firstname.surname@rmit.edu.au

School Website - <http://www.rmit.edu.au/ART>

School Timetable - <http://www.rmit.edu.au/ART/TIMETABLES>

Study and Learning Centre - <http://www.rmit.edu.au/STUDYANDLEARNINGCENTRE>

Online Learning Hub (DLS) - <http://www.rmit.edu.au/learninghub>

Online Learning Skills Unit - <http://www.dlsweb.rmit.edu.au/lisu/>

Enrolment Information Page - <http://www.rmit.edu.au/students/enrolment>

Enrolment Online Login page - <https://enrol.rmit.edu.au/eol/>

Student essentials page - <http://www.rmit.edu.au/STUDENTS>

Student Forms - <http://www.rmit.edu.au/STUDENTS/FORMS>

RMIT Student Union - <http://www.su.rmit.edu.au/>

RMIT Union - <http://www.union.rmit.edu.au/>

Student Administration Support Line – 9925 8980

Academic Contact:



Program Director Prof David Forrest

Phone 9925 7807

Email david.forrest@rmit.edu.au

Location Building: 220 Level: 4 Room: 2 [Bundoora West Campus](#)

The program is located in the School of Art and is taught on the City Campus.

Administration Officer (HE) Kathryn Wardill 9925 2416

Acting Academic Services Coordinator Moura Kabalan 9925 2215

Head of School Professor Elizabeth Grierson 9925 2219

Security City Campus 9925 2051

Medical Emergencies 9925 2222

Poisons Information 13 11 26

All staff contact details can be found on the School website. To email a staff member:
firstname.surname@rmit.edu.au

Internal Phone System

You can phone anywhere in the University using the last 5 digits of the RMIT phone number. External phone numbers are not available on this system.

Studies in Arts Management

The studies in Arts Management at RMIT University are geared to meet the needs of practitioners who are working or wish to work and/or broaden their career opportunities as educators, artists or administrators.

Through close collaboration with industry professionals, these studies have been designed to reflect the needs of the contemporary worker and workplace with the aim of fostering leadership in the workplaces.

Educational Philosophy

The programs aim to provide students with the opportunity to recognise, develop and extend their professional knowledge, skills, attitudes and values within a flexible framework. The program equips students for positions of responsibility in a variety of educational, training and community contexts in order that they may be of significant benefit to their arts and/or educational organisations, particularly when called upon to address strategic priorities in a systematic and effective manner.

The programs in Arts Management are focused on the professional as a competent worker who is keen to engage with new learning and to experience new modes of being within an artistic and/or educational workplace.

The essential philosophical basis for this program is that as professionals we are continually engaged in:

Learning about Learning
Learning about Service
Learning about Culture
Learning about Communication

Graduate Certificate, Graduate Diploma and Master of Arts in Arts Management

The studies in Arts Management at RMIT are structured to maximise the prior learning of each student and to provide pathways to suit each students' professional and academic need.

Recognition of Prior Learning and single course exemption is considered on an individual basis. The usual entry into these studies is following an undergraduate degree. Mature Age and Special Consideration entry is also possible.

Full-time enrolment in the Master of Arts (Arts Management) (i.e., 48 credit points per semester) would enable a student to graduate after 3 semesters. Part-time study (up to 24 credit points per semester) would usually be taken over a 2 – 3 year period.

Program Structure

To graduate with the Master of Arts (Arts Management) a student needs to complete 144 credit points of study. This total is made up of six 24 credit point courses as listed:

PERF 1025	Arts Management
PERF 1026	Community Arts Management
PERF 1029	Cultural Policy and Practice
PERF 1034	The Law and Arts Management
OTED 2074	Gallery and Museum Management
VART 3413	Curating Contemporary Art
VART 3420	Integrated Project 1
VART 3421	Integrated Project 2

The usual enrolment into the Program is at the Master of Arts level. However, it is possible for a student to exit after 48 Credit points with the Graduate Certificate in Arts Management OR after 96 Credit points with the Graduate Diploma in Arts Management

Alternatively students may choose to enrol in the Graduate Certificate or the Graduate Diploma and then articulate the award upward to the higher qualification(s). Such a procedure does entail a complete re-enrolment process for each phase of the articulation.

Sequence of the Program

Whilst there are no pre-requisite courses it is strongly recommended that each student enrol in the Arts Management course. This course provides an essential underpinning for all other courses in the program.

All courses are electives and may be chosen to suit a student's needs and prior learning.

The one compulsory element of study at the Masters' level only is an Integrated Project. This Project is designed to provide opportunities for a student to make conceptual and contextual links between all courses in the program and provides an opportunity to apply theory and research to real-life situations. Projects can be undertaken as one course (24 credit points) or two courses (48 credit points).

Program Delivery Mode

This program is designed to provide maximum flexibility to professionals engaged in full-time employment. Some students may choose to undertake the program on a full-time basis. To cater for the diverse needs of our student mix a flexible delivery approach, utilising mixed mode delivery where possible, is offered.

Course Descriptions

PERF 1025 Arts Management

This course examines diverse aspects of arts management with particular reference to a broad spectrum of arts companies and organisations.

PERF 1026 Community Arts Management

The areas of study include: the management of personnel, including itinerant community arts workers; budgetary factors and fund-raising; relevant educational, policy and cultural considerations. Students become acquainted with a range of community arts situations.

PERF 1029 Cultural Policy and Practice

This course involves a study of cultural policy principles as practised in Australia and selected countries overseas. In addition to investigating government and non-government sectors, the study addresses formal and informal educational practices with respect to the implementation of cultural and artistic policies.

OTED 2074 Gallery and Museum Management

This course examines major issues associated with gallery and museum management in Australia and overseas. Included is a study of the roles that galleries and museums play in the educational and artistic endeavours of a community.

PERF 1034 The Law and Arts Management

This course presents issues of law in relation to a broad range of arts management practices. Topics include: contracts; venue hire agreements; touring exhibition agreements; copyright, employment (including employer/employee relations and strategies); taxation; insurance; commissions; consignment; industrial issues; etc.

VART 3413 Curating Contemporary Art

In Curating Contemporary Art a theoretical and historical examination will be undertaken of the display and reception of contemporary art across different contexts in Australia and overseas. Theoretical studies will be supported by project-based work and give you a sound and practical appreciation of the issues involved in conceptualising, developing and presenting exhibitions, including spatial thinking and planning. The relationship of curating to arts management will be explored.

VART 3420/VART 3421 Integrated Projects

The final part of this degree provides opportunities for the student to apply the learning generated throughout the program to a real-life, real-time issue (usually associated with the workplace).

Higher Education census dates

The census date is the deadline by which all enrolment and payment arrangements must be finalised. The census date applies for each course or 'unit of study' you are enrolled in.

Semester	Census dates
Semester 1	31 March
Semester 2	31 August

Why are census dates so important?

If you do not officially withdraw by the census date you will remain liable to pay for the study you have enrolled in, even if you are no longer attending classes. There is no provision to extend the census date deadline for individual courses.

If you are a Commonwealth supported student you are required to take the following actions by the census date or your enrolment may be cancelled:

Australian citizens or humanitarian visa holders – you must provide a Tax File Number or make a full up-front payment of your student contribution (HECS fees) by the census date.

Australian permanent resident visa holders or New Zealand citizens – you must make a full up-front payment (without discount) of your student contribution (HECS fees) by the census date.

In person

You have until 5 pm on the relevant semester census date to do the following in person:

- lodge an Enrolment Variation form to withdraw from a course without financial penalty
- cancel your enrolment or take a Leave of Absence without financial penalty
- provide a Tax File Number to defer your student contribution (for eligible students)
- lodge an application for Credit Transfer/Recognition of Prior Learning (RPL)
- pay your student contribution (HECS fees) for the relevant semester.

Online

You have until 11.59 pm on the relevant semester census date to do the following online:

- use Enrolment Online to drop a course without financial penalty
Note: Enrolment Online will not allow you to drop your last course. If you wish to withdraw from a program you are required to submit either a [Cancellation of Enrolment form](#) or a Leave of Absence form at [the Hub](#) by 5 pm on the relevant census date (Leave of Absence form is available in hard copy from the Hub)
- use Enrolment Online to provide a Tax File Number to defer your student contribution
- pay your student contribution (HECS fees) for the semester.
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You can view your current enrolment details by logging in to [Enrolment online](#).

Important information

Enquiry	Contact
Assessment/Assignments	Please refer to the course guide or check with your tutor/course coordinator
Assessment/Results	You will be notified of the assessment dates for your courses by the lecturers during the semester. You can view your results at: https://enrol.rmit.edu.au/eol/
Cancelling your enrolment	<p>Discuss the cancellation with your studio coordinator, complete a cancellation form and submit to the Hub or the School administration office with your student card</p> <p>Deadline Semester 1 March 31</p> <p>Deadline Semester 2 August 31</p>
Careers Information	http://www.rmit.edu.au/careers
Change of Address	It is very important to keep your address up to date at all times. You can change your address via enrolment online or at the Hub by completing a change of Personal information form.
Claiming Credit (exemptions)	<p>Gaining credit for previous study or experience Recognition of Prior Learning (RPL) and credit transfer are ways that RMIT recognises applicants' skills and knowledge gained through formal and informal education and training, work experience, and/or life experience (including volunteer work; committee responsibilities; family duties, hobbies).</p> <p>Single Courses Complete an application for single course credit; have it approved by your studio coordinator for studio courses or the history coordinator for history courses. Once approved submit to the administration office with a copy of the transcript from your previous study. If you are enrolled in the course that you have been given credit for you must drop it from your enrolment.</p> <p>Block Credit – Students that have been given advanced standing are required to submit a block credit application form together with a copy of transcript from previous study to enable advanced standing credits to be processed.</p> <p>Deadline for submission of credit applications March 31</p>
Computer Labs	Students enrolled in the School of Art are entitled to access to computer laboratories throughout the University. Students need to be enrolled and have an active NDS account. For location details http://www.rmit.edu.au/its/studentlabs

Course Guides	Course guides can be viewed on the web by typing in the Course Code E.G. VART1316 www.rmit.edu.au/ use the search option.
Disability Policy	Any student with a disability who may require alternative academic arrangements in the Program is encouraged to seek advice at the commencement of semester from a Disability Support Officer at the Disability Liaison Unit http://www.rmit.edu.au/disability
Enrolment	You are responsible for ensuring that you are enrolled in the correct courses. You must amend any errors immediately and are encouraged to seek academic advice if required. You can view your enrolment on-line at https://enrol.rmit.edu.au/eol/ Please ensure you check your enrolment prior to the commencement of each semester.
Graduation & Alumni	<p>If you are a graduating student you will need to apply to graduate in order to receive your testamur even if you are not attending the ceremony. To attend the ceremony you will need to apply by the end of August/early September – www.graduation.rmit.edu.au</p> <p>All students are encouraged to join the School of art Alumni once you have completed your degree, please register at the following: www.alumni.rmit.edu.au/register/</p>
Information Technology services website and Helpdesk	<p>P: 9925 8888</p> <p>E: helpdesk@rmit.edu.au</p> <p>W: http://www.rmit.edu.au/ITS</p>
Legal Matters	http://www.rmit.edu.au/students/legal
Leave of Absence	<p>Students can apply to take a leave of absence for 6 or 12 month periods up to a maximum of two years in the program. Leave of Absence approval is at the discretion of your studio coordinator. Once the form is signed submit the form and your student card to the Hub. A hard copy of the new Application for leave of absence form is available from each campus Hub.</p> <p>Deadline Semester 1 March 31</p> <p>Deadline Semester 2 August 31</p>

<p>Library</p>	<p>The University Library provides extensive services, facilities and study space as well as comprehensive collections of books, periodicals and other course related materials, such as DVD's, magazines, slides, films etc. Computer laboratories with access to a wide range of desktop publishing software are also available. The library also has an expanding virtual collection of electronic resources and networks, including product data, e-books, electronic journals and newspapers, web based tutorials, online reference and document delivery services etc. all of which are accessible on and off campus 24 hours per day.</p> <p>There are three different libraries located across the city campus of RMIT University. We strongly encourage students to undertake a library tour at the start of each semester during Orientation Week. Please see the orientation homepage for details of tours; http://www.rmit.edu.au/orientation</p>
<p>myRMIT</p>	<p>RMIT's student portal, myRMIT, gives you access to the following applications:</p> <ul style="list-style-type: none"> enrolment email account results important announcements Learning Hub resources timetable course guides library account news maps forums <p>You can access myRMIT via this link http://www.rmit.edu.au/students/aboutmyrmit</p>

Noticeboard	The School noticeboard is located outside the administration office in building 24, level 1. Information on current exhibitions, awards and course information is displayed here.
Postgraduate Applications	<p>If you wish to apply for Masters by Coursework, you will need to complete a Direct Application form and submit to the Info Corner by 10 November, you will also need to complete a supplementary form and submit this to the School</p> <p>If applying for a Research program please contact the School Research office on 9925 1947</p>
Program/enrolment advice	artschool@rmit.edu.au
Room Locations	Class locations are found on the timetable E.g. 9.2.19 = Building 9, Level 2 Room 19
Special Consideration and Equitable Assessment	<p>Special Consideration</p> <p>Special Consideration is a process that enables the University to take account of unexpected circumstances such as illness, injury or bereavement that affect a student's performance in assessment. For further information, including how to apply please refer to http://www.rmit.edu.au/students/specialconsideration</p> <p>Equitable Assessment</p> <p>An Equitable Assessment may represent a variation to the method, or conditions under which an assessment is carried out to provide a reasonable adjustment for a student who is unable to participate in the normal or standard form of assessment. Further information on Alternative Assessments can be gained from the Equitable Assessment Arrangement Policy - http://www.rmit.edu.au/students/equitableassessment</p>

Student Administration Forms	All forms can be downloaded from the RMIT Website – www.rmit.edu.au/students
Student Email	As part of your student responsibilities you must check your RMIT student email account at least once a week. RMIT sends updates about your enrolment, program, invoices, key dates and messages from your lecturers.
Student Fees and general enrolment advice	The Hub Building 12, City Campus or http://www.rmit.edu.au/students/aboutthehub Student Administration Support Line – 9925 8980
Student Services	http://www.rmit.edu.au/students/services
Student Staff Consultative Committee (SSCC)	SSCCs provide you with an opportunity to give feedback and contribute to the improvement of your program and to your experience as a student. Membership is made up of the Coordinator of Programs, staff teaching into the programs, and students. Please contact your studio coordinator if you are interested in participating.
Varying your enrolment	<p>Before you add or withdraw from a course it is recommended that you seek academic advice.</p> <p>Adding a course – Check pre-requisites, program structure</p> <p>Deadline to add courses Semester 1 is 9 March</p> <p>Deadline to add courses Semester 2 is 27 July</p> <p>Deadline to drop a course without financial penalty</p> <p>Semester 1 is 31 March</p> <p>Semester 2 is 31 August</p>

RMIT IMPORTANT DATES 2012

Semester One

20 February	Commencement of Semester One
9 March	Last day to add courses for semester one
12 March	Public Holiday (Labour Day)
31 March	HECS Census date - Final day to withdraw from courses without Academic penalty and submit credit transfer forms
5 – 11 April	Easter Break
25 April	ANZAC Day Public Holiday
27 April	Final day to withdraw from course without fail – HECS penalties apply
11 June	Public Holiday (Queens Birthday)
2 - 15 July	Semester Break
9 July	Official results release

Semester Two

16 July	Commencement of Semester two Classes
27 July	Final day to add courses for semester two
31 August	HECS Census date - Final day to withdraw from courses without Academic penalty
14 Sept	Final day to withdraw from course without fail – HECS penalties apply
19 Oct	Last date to apply to graduate at the Melbourne Graduation ceremony
12 -16 Nov	Last week of classes
6 Nov	Public Holiday (Melbourne Cup)
7 Nov	Enrolment online opens for 2013 re-enrolment (part time students)
12 Dec	Graduation Ceremony
17 Dec	Enrolment online closes for 2013 re-enrolment (part time students)

University Important Dates: www.rmit.edu.au/students/importantdates

Public Holidays – Studios closed, no classes

University Important Dates: www.rmit.edu.au/students/importantdates

ARTS MANAGEMENT TIMETABLE
2012 Semester 1

COURSE	LECTURER	DAY/TIME	DATES
PERF1026 Community Arts Management	Martin Comte	Saturday 9.30 – 1.00am Building 50	3/3, 10/3, 24/3, 31/3, 21/4, 28/4, 12/5, 26/5
VART3413 Curating Contemporary Art	Hannah Matthews	Monday 5.30- 8.30pm Building 50	27/2, 19/3, 2/4, 23/4, 7/5, 21/5, 4/6, 18/6
PERF1029 Cultural Policy and Practice	Kevin Brennan	Monday 5.30- 8.30pm Building 50	5/3, 26/3, 16/4, 30/4, 14/5, 28/5, 11/6, 25/6
VART3420/3421 Integrated Project 1 & 2	David Forrest	Mondays 4.00-5.00pm Building 50	Briefing: 27/2 Mid semester update: 2/4 End of semester presentation: 27/6
BUSM3323 (3457) 12 cp Business Skills for the Creative Industries	Brett Staveneur	Wednesday 5.30 - 8.30pm Bld. 108.06.17	
Program and library orientation	David Forrest & Grazyna Rosinska	Monday 20/2 5.00-7.00 Swanston Library	
Program meetings		Monday 5.15 Building 50	19/3, 28/5

2011 Semester 2

COURSE	LECTURER	DAY/TIME	DATES
PERF1025 Arts Management - ,	Peter Burch	Monday 5.30- 8.30pm Building 50	23/7, 6/8, 20/8, 10/9, 24/9, 8/10, 22/10, 5/11
PERF1034 The Law and Arts Management	Mark Williams	Monday 5.30- 8.30pm Building 50	16/7, 30/7, 13/8, 3/9, 17/9, 1/10, 15/10, 29/10
OTED2104 Gallery and Museum Management	Rose Lang	Saturdays (and some Thursdays) Building 50	Thursday 19 July 6- 7.30pm Thurs 24 July, Sat 28 July, Sat 4 August, Sat 18 August September TBC, Saturday 15 Sept, Saturday 6 Oct, 13 Oct, 27 Oct.
VART3420/3421 Integrated Project 1 & 2	David Forrest	Mondays 4.00-5.00pm Building 50	Briefing: 23/7 Mid semester update: 13/8 End of semester presentation: 31/10
BUSM3323 (3457) 12 cp Business Skills for the Creative Industries	Brett Staveneur	Wednesday 5.30 - 8.30pm Bld. 108.06.17	
Program and library orientation	David Forrest & Grazyna Rosinska	TBA 5.00-7.00 Swanston Library	
Program meetings		Monday 5.15 Building 50	30/7, 8/10

**School of Art
2012 Enrolment**

Program Name: Master of Arts (Arts Management)/ Incl Graduate Diploma

Program/Plan Code: MC034/GD028/GC010

STUDENT NAME _____

STUDENT NUMBER _____

Full time - students must enrol in 48 credit points each semester

Part time - students must enrol in 24 credit points each semester

Graduate Diploma = 96 Credit points

Masters + 144 credit points

Sem 1 Feb Class #	Sem 2 July Class #	Course Code	Course Title	Credit Points	Pre/co requisites
Students may select from any courses on offer, the only exception is that in order to complete the MA a student is required to undertake an independent research project					
Sem 1 Feb Class #	Sem 2 July Class #	Course Code	Course Title	Credit Points	Pre/co requisites
2760		PERF1029	Cultural Policy and Practice	24	
2759		PERF1026	Community Arts Management	24	
2772		VART3413	Curating Contemporary Art	24	
	2677	PERF1025	Arts Management	24	
	2679	PERF1034	The Law and Arts Management	24	
	2678	OTED2104	Gallery & Museum Management	24	
2773	2692	VART3420	Integrated Project 1	24	
2774	2693	VART3421	Integrated Project 2	24	
