



## Artist and Arts Worker Fee Guidelines

Carclew is committed to leading the industry on benchmarking artist fees and ensuring that all artists are recognised and remunerated accordingly for their work and skill level.

The Artist and Arts Worker Fee Guidelines have been developed in consultation with Carclew's staff, industry colleagues and funding bodies. This document outlines a schedule of pay rates for work at Carclew covering artists and other art professionals.

Carclew staff should use this guideline to plan and budget projects and to negotiate contracts and fees. The guidelines provide a base rate for fees according to the level of skills and experience of the contractor, enabling flexibility for the fee to be negotiated if relevant experience is above the minimum base rate and is agreed to by both parties.

If the work is covered by an Industrial Award, please also refer to the relevant award eg. production managers, stage managers, technicians come under the Live Performance Award.

### Decide which level is appropriate for the position in question

It is important to consider the following issues when determining the level of the position.

Does the position require:

- previous, generalist or specialist experience
- a broad diversity of skills
- a high degree of skill in their field of practice
- knowledge and experience in this type of group facilitation, mediation or negotiation
- supervision skills
- cultural authority, lived experience and/or specific knowledge

Does the position involve:

- working with people with access or other needs
- community consultation, cultural permission, authority and/or sign off
- working with trainees or volunteers
- an increased degree of risk in the working and/or participant environment
- negotiating with other parties eg. external organisations, contractors, schools, local government, funding bodies etc.

### Also, consider when engaging contractors:

- full-time is based on 37.5 hours per week
- a 'travel day' is a work day, meals and or incidentals will be provided where applicable for regional and/or remote delivery
- hourly and weekly rates are calculated to cover compensation for under employment and lack of benefits
- when considering the number of hours involved in a project, remember to include the time needed for all aspects of the activity. Do not forget to include such things as planning, preparation, purchasing materials, employing other staff, briefings, de-briefings, administration, report writing, documentation, acquittals etc.

### Specialist

The 'Specialist' category is based on higher expertise and experience of the artist, the length of project, and where specialist skills are required. Some fields of practice and some projects are more focussed on outcomes or product e.g., written work or public artworks. Some artists may choose to quote for finishing the job rather than by the hour. In such cases, it is important that the expectations of both Carclew and the artist are outlined in the contract. The contract

is negotiated with the Program Manager. The hourly and weekly rates may be a starting point for such negotiations.

### Carclew rates of pay for artists / arts workers

Skill Level	Definition	Casual hourly rate	Part-time worker hourly rate	Full -time weekly rate 37.5 hrs	
Level 1	Mentee/Trainee <i>Entry level, mentee, early career,</i>	Adult 21 yrs +	\$25.24	\$20.33	\$762.40
		20 yrs	\$22.72	\$18.18	\$681.75
		19 yrs	\$20.20	\$16.16	\$606
		18 yrs	\$17.67	\$14.14	\$530.256
		17 yrs	\$15.15	\$12.12	\$454.50
		Under 17 yrs	\$12.62	\$10.10	\$378.75
Level 2	Contractor with limited relevant experience <i>Will have some experience conducting workshops and a sound knowledge of and proficiency in their field of practice.</i>	\$30 - \$32	\$24 - \$30	\$900 - \$1,125 <i>(\$24hr-\$30hr x 37.5hrs)</i>	
Level 3	A contractor with experience as a project leader <i>Can show quality results. Would be able to give technical instruction</i>	\$46 - \$50	\$32 - \$36	\$1,200 - \$1,400 <i>(\$32-\$36hr x 37.5hrs)</i>	
Level 4	A seasoned contractor with a large body of quality work <i>Possesses a sound theoretical understanding of working with children and young people and is able to design projects for specific results. This person can lead projects and provide mentorship/ training to less experienced contractors</i>	\$56 - \$65	\$38 - \$45	\$1,425 – \$1,687.50 <i>(\$38 - \$45 x 37.5hrs)</i>	
Level 5	Specialist in their field <i>High level of experience and skills.</i>	Neg	Neg	Neg	

**Note:** Level 1 Adult 21yrs + is the equivalent to the regulated National Minimum Wage at 5 July 2021. Level 1 20 yrs and minimum wages as determined by the South Australian Employment Tribunal.

### Sitting fees

Artist and arts workers who are engaged to participate in assessment panels, consultation meetings or advisory committees are entitled to a sitting fee. These fees are in lieu of the rates above.

Sitting Fees	Half Day (4 hour session)	Full Day
Artists and artworkers engaged for assessment panel meetings, advisory committees and cultural consultations	\$177	\$354

The sitting fee applies to all Carclew Advisory Committee meetings as well as all First Nations Elders, Cultural Authorities, Artists and Arts Workers who are engaged to advise, consult or participate on a Carclew Advisory or Program Committee. Carclew recognises that First Nations Elders, Cultural Authorities and Artists/Arts Workers are some of the most overly consulted people in Australia and their time, cultural knowledge and collaboration must be acknowledged, appreciated and remunerated appropriately.

## **Invoicing, ABN and GST**

Once the agreed services have been performed, Carclew will pay the negotiated fee to the Contractor's nominated bank account upon receipt of a valid invoice.

Each invoice should include the Contractor's **Australian Business Number (ABN)** or be accompanied by a signed Australian Taxation Office Statement by Supplier – Reason for not quoting an ABN form ([link to ATO form](#)). If notification of either an ABN or Statement by Supplier is not received within 30 days, Carclew is required by law to deduct a 'No ABN Withholding' amount from the Fee to remit to the ATO.

If the Contractor is registered for GST, the GST amount will be added to the negotiated fee, payable upon receipt of a GST- compliant Tax Invoice.

## **OTHER ENTITLEMENTS**

### **Superannuation**

Carclew is required to pay Superannuation to Contractors, calculated at the ATO's Superannuation Guarantee rate (currently 10%) of the agreed service fee. Superannuation will be paid directly into a nominated Super Fund account. Contractors must supply their Superannuation fund details to Carclew when returning the signed contract. Carclew is unable to pay into Super SA accounts. Super SA account holders should discuss alternatives with Carclew staff contact as soon as possible.

This applies to artists even if they are delivering once off projects. Contractors who invoice under a Partnership, Pty Ltd Company or as a Trust do not fall into this category and are responsible for their own superannuation.

### **Meal and Incidentals**

There should be no additional cost to the artist working with Carclew away from home. Where an artist/arts worker is travelling overnight for a project outside of their usual city/town of residence, that contractor is entitled to accommodation paid for by Carclew as well as a Meal and Incidental Allowance. If meals are provided by Carclew, only incidentals are paid. *Please see Administration for current Meal and Allowance rates.*

### **Motor Vehicle Use**

#### Travel to and from the project

Payment for travel time to and from a project can be negotiated separately and will depend on the circumstances involved. Factors that may be considered include the length of the travel time involved, if Carclew supplies transport, or if the contractor uses their own vehicle. The agreed amount (if any) should be stipulated in the contract Agreement.

#### Use of own motor vehicle within the project

The use of a contractor's own motor vehicle within the project must be negotiated with the Program Manager.

#### Own equipment and material use

Where a contractor uses or supplies their own equipment and/or material for a job or project, a separate payment should be negotiated with Program Manager for reimbursement.

### **Acknowledgment**

*In developing this policy Carclew has drawn on resources prepared by SafeWork SA, National Minimum Wage 5 July 2021, South Australian Employment Tribunal, Regional Arts Australia, Public Sector Association, Media Entertainment and Arts Alliance (MEAA) and the National Association for Visual Arts Code of Practice.*

### **Disclaimer**

*This policy does not represent legal advice. If you have any queries about your obligations, you should seek your own independent legal advice.*