

# women\*scircus

## ABOUT WOMEN'S CIRCUS

Since 1991, Women's Circus has been offering and honing a unique circus and training performance program that is underpinned by values of empathy and imagination, supported risk and inclusion.

The organisation successfully delivers high quality programs and opportunities that support the personal and professional development of hundreds of women, trans and non-binary people annually.

Women's Circus is bold, dynamic and confident, leading the way in intersectional feminist community arts cultural development practice to redress gender equality in society. We know that Women's Circus changes lives and is deeply valued by members, stakeholders and the broader creative community.

## EMPLOYMENT POLICY

Women's Circus is committed to creating a workplace that supports women, trans and non-binary people to thrive. Women's Circus provides flexible part-time employment and actively supports family and carer obligations. Employees regularly negotiate timeoff to pursue their own artistic practice.

We strive to create work environments that support the physical, mental and emotional wellbeing of employees and acknowledges the diversity of lived experiences as valuable to our organisation.

We strongly encourage applications from trans and gender diverse community members, people of culturally and linguistically diverse backgrounds, First Nations people and disabled people.

<b>JOB TITLE:</b>	<b>Venue and Administration Coordinator</b>
<b>Role:</b>	The Venue and Administration Coordinator will work closely with the General Manager, Creative Producer, Rigger and Marketing Manager to manage the day-to-day operations and administration systems of the Women's Circus home, the Drill Hall. They will manage and maintain the office and training space. Women's Circus is a small and driven team, in which all staff members are called upon to help achieve company goals.
<b>Conditions of Employment</b>	<ul style="list-style-type: none"><li>▪ 22.5 hours per week (ideally across 3 days) 0.6 FTE *</li><li>▪ Salary: \$54,268 (pro-rata) + super</li><li>▪ Preferred start date early/mid October 2021</li><li>▪ This is a permanent ongoing role</li></ul>

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	<ul style="list-style-type: none"> <li>▪ Location: This is an office-based position in a wheelchair accessible building in West Footscray.</li> <li>▪ * Please note we anticipate this role increasing to 30 hours per week in 2022</li> </ul>
<b>Reporting Relationship:</b>	<ul style="list-style-type: none"> <li>▪ Reports to General Manager</li> </ul>
<b>Key Contacts/Working Relationships:</b>	<ul style="list-style-type: none"> <li>▪ <b>General Manager</b> - Provide administrative support; work collaboratively with the GM to improve office systems and processes and ensure Covid safety practices are in places</li> <li>▪ <b>Creative Producer</b> – Provide administrative support and collaborate on ensuring the venue meets program needs</li> <li>▪ <b>Marketing Manager</b> – Provide administrative support and ensure marketing materials are distributed throughout the venue</li> <li>▪ <b>Resident Trainer</b> - Collaborate with Resident Trainer on venue maintenance</li> </ul>
<b>Role Holder Responsibilities:</b>	<p><b>Office Management</b></p> <ul style="list-style-type: none"> <li>– Manage phone / reception / email inquiries</li> <li>– Maintain and improve office and administration systems and procedures</li> <li>– Coordinate office supplies</li> <li>– Liaise and coordinate with Council regarding venue/facility maintenance and day to day venue needs</li> <li>– Manage bookings/hire of venue and community rooms</li> <li>– Assist with CRM database (Salesforce) where required (please note training will be provided to facilitate this)</li> </ul> <p><b>Training Program Administration</b></p> <ul style="list-style-type: none"> <li>– Respond to Training Program enquiries in a prompt and friendly manner and support members to select appropriate classes</li> <li>– Support Training Program administration processes</li> <li>– Coordinate Participant registration and payment using Mindbody Software</li> <li>– Advise on equipment requirements, management and maintenance policies and procedures (as required)</li> </ul>

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	<ul style="list-style-type: none"><li>- Monitor set up and maintenance of training space</li><li>- Monitor/Ensure Trainer and Participant compliance with registration and class management processes</li><li>- Maintain and implement changes to classes database Mindbody</li><li>- Participate in staff meetings / Program coordination meetings</li></ul> <p><b>Venue Management</b></p> <ul style="list-style-type: none"><li>- Undertake/update inventory of all training and performance equipment in consultation with Resident Trainer/ Head Rigger</li><li>- In consultation with Marketing Manager ensure all venue signage and member communications are up to date</li><li>- Ensure appropriate cleaning and venue maintenance is undertaken, this includes managing relationship with external cleaning company, liaising with Resident Trainer and Head Rigger and Council and garden/ outdoors</li><li>- Ensure Covid-19 safety protocols are in place and relevant supplies are restocked</li><li>- Set up/pack down of venue for activities including training, filming, venue hire and meetings</li><li>- Respond to requests for venue improvement from staff or members</li></ul> <p><b>Workshops Administration</b></p> <ul style="list-style-type: none"><li>- Administrate workshop programs and offerings to schools, other arts organisations and community groups</li><li>- Coordinate external workshop opportunities including recruitment, quotes, booking, logistics etc.</li></ul> <p><b>OHS</b></p> <ul style="list-style-type: none"><li>- Maintain / monitor Injury Register</li><li>- Maintain working with children, first aid and other certification register</li></ul>
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<b>Selection Criteria</b>	<p><b>Essential Skills</b></p> <ul style="list-style-type: none"><li>- Administrative, IT and organisational skills</li><li>- Good planning skills, consistency and attention to detail</li><li>- A familiarity with circus or theatre environments</li><li>- Experience working as part of a small team</li><li>- Awareness &amp; understanding of social justice and feminist issues and a strong understanding of, and commitment to, the aims and objectives of the Women's Circus.</li></ul> <p><b>Desirable Skills</b></p> <ul style="list-style-type: none"><li>- Technical/production skills</li><li>- Familiarity with MindBody software</li></ul> <p><b>Personal Characteristics</b></p> <ul style="list-style-type: none"><li>- Passion and appetite for working within a small arts organisation</li><li>- Highly efficient, organised and reliable</li><li>- The ability to work autonomously and contribute in a team environment</li><li>- Thrives in a dynamic and changing environment and can prioritise accordingly</li></ul>
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## TO APPLY

Your application can take any format you wish (including video) but should introduce yourself, address your interest in the role and working with Women's Circus, outline your relevant professional experience and indicate your ideal weekly contact hours and days.

As a guide, you may wish to submit:

- 1-2 page cover letter addressing the selection criteria
- 1-2 page resume including a minimum of two referees

Send your application via email to [gm@womenscircus.org.au](mailto:gm@womenscircus.org.au) with the subject line "Application: Venue and Administration Coordinator". Please advise us in the body of the email if you have any access requirements for the interview process.

Applications must be received by 10AM on Monday 30 August. Interviews will be held on Thursday 9 September: please advise in your application if you are unable to make this date. The successful candidate would ideally start in early/Mid October. For more information about this role or if you require any support with your application, please contact Meghan Bourke on 0405 798 266 or [gm@womenscircus.org.au](mailto:gm@womenscircus.org.au). All applicants will be notified of the outcome of their application with a shortlist invited for an interview.