

PROGRAM MANAGER: Position Description

Reports to: The Women's Circus General Manager.

Manages: Circus Trainers and Creative Project staff (contract and project-based staff).

Works with: This position works regularly with the other Women's Circus core staff as well as project-based artists, creatives and community stakeholders and participants.

Hours: This is a part time position 0.6 EFT, 3 days a week. Standard hours are within Monday – Friday, 9am-6pm, with a lunch break, although actual hours worked are flexible and may be worked over multiple days.

Remuneration: \$71K pro-rata, per annum plus Superannuation and all entitlements.

Location: This position will primarily be based at the Women's Circus venue in West Footscray, however there is some flexibility for working remotely where possible.

Term: Term January 2023 to December 2024, with the possibility for renewal.

About Women's Circus

Women's Circus is a not-for-profit arts organisation offering a year-round social circus program and producing socially engaged circus works. We work with individuals and communities and foster collaborations between community participants and professional artists. Our social circus and creative programs celebrate the physical and imaginative potential of the human body and nurture self-awareness and self-esteem.

Women's Circus is bold, dynamic and confident, leading the way in intersectional feminist community arts cultural development practice to empower people of marginalised genders to shape community and culture through circus.

Women's Circus Employment Policy

Women's Circus is committed to creating a workplace that supports those from marginalised genders to thrive. We only provide employment for people who belong to a marginalised gender.

Women's Circus provides flexible employment and actively supports people with a family or other working obligations and creative pursuits.

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 people with disabilities.

Role Overview

The Program Manager will be responsible for managing the development, planning and delivery of Women's Circus's social circus community programs and creative projects. They will develop and produce a cohesive annual program of creative projects, and social circus term program and workshops. Their role will be uniquely placed between both the hands-on delivery of creative and community projects and the development and planning of programs.

All Women's Circus roles take an active part in our vision to empower people of marginalised genders to shape community and culture through circus. By:

- Championing genuine and meaningful engagement, participation and representation of marginalised individuals and communities.
- Participating in the creation of a robust, sustainable, and healthy organisation and working culture.
- Creating programs and partnerships that create positive lasting and reverberating impact.

For this position, it means:

- Ensuring that the artists, producers, and organisations we work with align with and promote our values and priorities.
- That our program design is co-designed with the communities we seek to empower.
- Promoting and role modelling a culture of safety and positive wellbeing

Key Tasks

Community Social Circus Programs

- Manage our circus trainers, including staff rostering, being the key liaison for trainers, coordinating regular training meetings, and supporting trainer evaluation and feedback. As well as supporting the General Manager with recruitment.

- Develop and deliver a social circus term program (child, teen and adult circus classes, short-courses, and master classes) that aligns with overarching creative programs and strategic plan.
- Develop new initiatives to support the social circus program (including new equipment, skills development, access, and partnerships) along with the General Manager.

Creative Programs

- Co-design, facilitate and deliver creative projects with strong artistic vision and community outcomes.
- Produce the Women's Circus Inclusive Ensemble, seeking and devising opportunities for creative developments, professional development, and public performances.

Sector Development & Support

- Support the General Manager in providing opportunities for circus and physical theatre sector including to train, rehearse and develop new work.

Funding / Financials

- Forecast and manage project budgets for Women's Circus social circus and creative programs ensuring they are delivered on time and within allocated resources.
- Research, write and provide input into funding applications for government and philanthropic support for Women's Circus programs.
- Check timesheets and provide information for fortnightly payroll for circus trainers, artists and creatives.

Organisational

- Participate in staff and program coordination meetings.
- Contribute to the evaluation and reporting for Women's Circus programs, including monitoring and evaluation of outcomes, providing written reports and presentations on the progress, delivery and planning and assisting with completing funding acquittals.
- Support the General Manager and contribute to Women's Circus strategic planning and direction.
- Collaborate with Marketing Manager to ensure Women's Circus communications align with Women's Circus programs.
- Represent Women's Circus in industry contexts when required.

Selection Criteria

Essential

- Professional producing experience (including project management and administration) in the Circus and Physical Theatre sector or broader arts or community sectors.
- Ability to engage with racial justice and cultural equity frameworks, reflecting both professional and lived experience
- Strong community engagement skills and understanding of self-determined community practice
- Excellent verbal, written communication (across a range of media)
- Demonstrated ability to collaborate and communicate sensitively and effectively with people with diverse lived and cultural, and professional experience
- An adaptative mindset with the ability to embrace new challenges, solve problems and implement new ideas
- Ability to self-manage, prioritise and problem solve, whilst being able to ask for support and help from the rest of the team when needed.

Desirable

- Experience in and knowledge of the circus and physical theatre community.
- Experience of stakeholder management in the arts, or related sector.
- Understanding of the Australian arts sector and its funding and administrative bodies.
- Experience in funding submissions and acquittals.

Applications

Applications close Friday December 2nd, 2022 at 12 noon.

You can apply any of the following ways:

- Written (1-2 pages)
- Video (less than 10mins)
- Audio (less than 10mins)
- Auslan video (we can arrange interpretation of your video if needed - please contact us)

Your application should introduce yourself, provide an example of a project/program you're proud of and respond to the four points below:

- What excites you about joining the Women's Circus team and taking this role right now?
- What can you bring to this role that will support the success of the team?
- How did you contribute to a work culture that you have enjoyed being a part of?
- Is there anything you would like us to know about how you work/would like to take on this role?

Please also provide CV/Resume to support your application.

Applications can be addressed and sent to Women's Circus General Manager, Steph Cox at gm@womenscircus.org.au

We encourage anyone who needs specific services, support or would like to discuss how they can fully engage with the application or interview process to contact us.

All applicants will be notified of the outcome of their application.

Interviews will be held on Monday 12th of December and Tuesday 13th of December 2022. Please advise us in your application if you are not available for those dates.

Deadline and Softline:

If you are unwell or experience an unexpected interruption that means you will not be able to meet the closing deadline, please get in touch to discuss an extension. You do not need to disclose the reason for the extension.

Women's Circus acknowledges the Kulin Nation as the traditional owners of the land on which we meet, train and create and recognise their continuing connection to land, waters, communities and culture. We pay our respect to Elders past and present and through them to all Aboriginal and Torres Strait Islander peoples. Sovereignty was never ceded. Always was, always will be Aboriginal land.

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