



## **CREATIVE PRODUCER: Position Description**

**Reports to:** The Women's Circus Director Executive Director.

**Manages:** 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 0.4 EFT, 2 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. Additional hours or weekend work may be required in peak project delivery but will always be discussed in advance.

**Remuneration:** \$69K 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:** January 2024 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 Creative Producer will be responsible for managing the development, planning and delivery of Women's Circus's creative projects. Working with the Executive Director develop and produce a cohesive annual program of creative projects, and performances. 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 in circus.
- 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 individuals, communities and the organisation.

**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**

### **Creative Programs**

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

### **Funding / Financials**

- Forecast and manage project budgets for Women's Circus 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.

- Assist with the fortnightly payroll and accounts payable for artists, creatives and other project staff and costs.

### **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 Executive Director 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 Midnight Monday 11<sup>th</sup> December.**

**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 Executive Director, Steph Cox at [gm@womenscircus.org.au](mailto:gm@womenscircus.org.au). Applications will be assessed as they are received. All applicants will be notified of the outcome of their application.

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.

**Interviews will be held on Thursday 14 of December 2022. Please advise us in your application what times you are available on that day or if you are not available on that date.**

**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.

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*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.*

**women\*s**circus