

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.

SOCIAL CIRCUS PROGRAM MANAGER: Position Description

Reports to: The Women's Circus Executive Director

Manages: Circus Trainers and Venue Supervisors.

Works with: This position works regularly with the other Women's Circus core staff as well as Women's Circus Members and families, circus artists and circus companies.

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

Hours: This is a part time position 0.8 EFT, 4 days a week. Hours can be between Monday – Saturday, 9am – 5.30pm, with a lunch break. Schedule of work hours to be discussed before contracting.

Remuneration: \$67,184 pro-rata, per annum plus Superannuation and all entitlements.

Term: Fixed term two years with the possibility to become ongoing, preferred start date February / early March 2025.

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.

Women's Circus is bold, dynamic and confident. We lead 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.

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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 **Social Circus Program Manager** will oversee the day-to-day management of Women's Circus programs, including Community Social Circus Programs (classes, short courses, and open training), Partnership Programs (circus workshops), and sector development initiatives (open training, rehearsals, and residencies).

This role involves managing program operations, including the online enrolment platform, while providing timely, friendly, and effective engagement and support to participants, members, and partners. The Program Manager will also oversee staffing, ensuring smooth program delivery, and fostering a collaborative and professional environment for trainers.

The role is supported by the Executive Director and Operations Manager and contributes to the strategic growth and vision of Women's Circus.

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 trainers align with and promote our values and priorities.
- Ensuring that our community is supported in accessing our Social Circus programming and venue.
- Ensuring our space is safe for those accessing it.
- Promoting and role modelling a culture of safety and positive wellbeing.

Key Responsibilities

Support Services

- Respond to all Women's Circus enquiries in a prompt and friendly manner, either assisting directly or connecting enquirer to the relevant staff member.
- Assess all open training applications and communicate with applicants about their applications and the sign-up process.
- Liase with circus companies and artists to manage rehearsal space bookings.
- Liase with potential and current partners to arrange workshop bookings.

Administration

- Manage all aspects of the class enrolment platform (MindBody) including programming and sales.
- Manage the space booking calendar.
- Develop and update policies and processes in relation to social circus, partnerships, and sector programs.
- Undertake data/testimonial collection for programs as required.

Circus Trainers Staff Management

- Manage casual staff rostering for all programs. This includes finding replacement trainers, which can be last-minute and require occasional out-of-hours action/communication.
- Provide support to trainers, responding to feedback, answering questions. In addition to undertaking all communication to ensure smooth planning and delivery of programs.
- Deliver twice yearly (and ad-hoc) trainer meetings and professional development sessions.
- Supporting the Executive Director with casual staff recruitment and lead the management of trainer onboarding and compliance documentation with the support of the Operations Manager.

Financials

- Complete Casual Staff Timesheets and provide information for fortnightly payroll for circus trainers.

Organisational

- Participate in staff and program coordination meetings.
- 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

- **Experience and Knowledge:** Demonstrated experience in and knowledge of circus skills and the art form including familiarity with the Australian circus community.
- **Data Management:** Experience in data entry and managing database systems, particularly Mindbody or similar CRM systems.
- **Engagement and Communication:** Proven ability to engage, collaborate, and communicate sensitively and effectively with people of diverse ages, lived experiences, and cultural backgrounds.
- **Team Management:** Demonstrated experience in managing and supporting staff, including coordinating schedules and fostering a positive team culture.
- **Written Communication:** Strong written communication skills, with the ability to convey information clearly, succinctly, and in an accessible manner.
- **Technical Proficiency:** Experience and expertise in using Microsoft programs, including SharePoint, Teams, Word, Excel, and Outlook.
- **Self-Management:** Ability to self-manage, prioritise tasks, and solve problems effectively, while demonstrating a willingness to seek support and collaborate with the team when needed.

Desirable

- An adaptive mindset with the ability to embrace new challenges, solve problems, and implement innovative ideas.
- Strong community engagement skills and understanding of self-determined community practice.
- Ability to engage with racial justice and cultural equity frameworks, reflecting both professional and lived experience.
- Proven ability to work collaboratively within small teams, demonstrating a flexible and proactive approach where everyone contributes.

Applications

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This is a rolling application process, and we will interview as people with matching qualifications apply. Final date for applications is Midnight Thursday 30th of January.

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 a CV/Resume, and a cover letter that introduces yourself, and address the key selection criteria with a focus on your experience in/with:

- The circus sector – skills and community.
- Administration – CRM, software, word processing.
- Systems and Processes – creation, monitoring and management.
- Managment and Communication - with community participants, audiences, artists, customers, staff or similar.

Applications can be addressed and sent to Women’s Circus Executive Director, Steph Cox at gm@womenscircus.org.au.

Applications will be assessed as they are received. Unless the position is filled earlier, interviews will be held between 4th to 6th February. Please advise us in your application if you are not available on that date or a particular time.

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.

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.