



EXECUTIVE DIRECTOR: Position Description

Reports to: Women's Circus Board of Directors

Manages: Women's Circus Staff

Works with: This position liaises with key Women's Circus partners such as (but not limited to) Creative Victoria, Maribyrnong City Council and private donors, and engages with Women's Circus members, program participants, artists and creatives.

Hours: Full time or 0.8FTE, negotiable. Standard hours are within Monday – Friday 9am-6pm, although actual hours worked are flexible. Additional hours or evening / weekend work is not uncommon as there is often community programs and events happening outside of business hours.

Remuneration: \$85,000–94,000 pro-rata per annum, commensurate with experience, plus Superannuation and all entitlements.

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

Term: Fixed term two years with the possibility to become ongoing, preferred start date mid-late February 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. 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. 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.

[Strategic Plan 2023 - 2026](#)

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 Executive Director sets and communicates the long-term vision of Women's Circus. They lead the creation and implementation the organisation's strategic plan and drive positive organisational growth in alignment with purpose and values. The Executive Director's work includes governance, finance, human resources, risk management, business administration, as well as the design of creative, social circus and sector programs. They also have primary responsibility for stakeholder management, engaging funders, donors and philanthropic partners to ensure the organisation is financially robust and sustainable.

All Women's Circus roles take an active part in our purpose to empower people of marginalised genders to shape community and culture through circus. It is the Executive Director's role to ensure the culture, programs and operations of Women's Circus are guided by our strategic goals to:

- Champion genuine and meaningful engagement, participation and representation of marginalised individuals and communities in circus.
- Participate in the creation of a robust, sustainable, and healthy organisation and working culture.
- Create programs and partnerships that create positive lasting and reverberating impact for individuals, communities and the organisation.

Key Tasks

The Executive Director role is flexible and is shaped by the individual in the role. We appreciate that not all candidates will bring experience across all these portfolios, and that some candidates may need support to grow into the role. The Executive Director is responsible for all tasks, but the team structure can be shaped to enable some areas to be delegated to an alternative role.

Strategy, Vision and Leadership

- Lead the organisations' strategic planning process in consultation with stakeholders.
- Promote Women's Circus and the organisation's vision, values and ambitions.
- Ensure our values of care, pride, and justice and equity remain central to operations and programs.

Business/Organisational Management

- Develop and monitor performance against an Annual Program each year.
- Monitor performance against the Strategic Plan.
- Create, maintain and review operational policies and systems.

Budget and Financial Management

- Create and manage the annual organisational budget.
- Work with Women's Circus staff to create, monitor and adjust program budgets.
- Manage financial reporting to the Women's Circus Board.
- Work with the Audit and Risk Sub-Committee and wider Board to implement financial controls and monitor financial risks.

- Lead the annual audit and ensure financial tasks are suitably delegated and completed.

Staff Management and Human Resources

- Provide direction and support to all administrative staff and resident trainers.
- Ensure casual and contracted employees are supported by a direct line manager.
- Lead recruitment for new staff and support contracting and onboarding for new recruits.
- Undertake annual performance reviews with all part-time staff.
- Consider staff wellbeing in all decisions and communications.
- Design and review Human Resources procedures and policies as required, to ensure efficiency, consistency, equitability and accessibility.

Governance and Board Relationship

- Attend all board meetings.
- Work with the Chair to create meeting agendas and related papers, and prepare regular reporting regarding organisational activities and finances.
- Communicate regularly with all board members ensuring they are engaged, and identify areas for assistance by board members.
- Maintain the governance calendar and action governance compliance requirements.
- Support board recruitment.

Risk Management and Workplace Health and Safety

- Maintain an understanding of risk management and workplace health and safety.
- Monitor and maintain the Risk Register with the Audit and Risk Sub-Committee.
- Foster a culture of safety at Women's Circus, underpinned by clear policies and procedures.

Funding and Development

- Seek and secure funding to support operations and programming through grant applications and donor and partner recruitment and management.
- Develop and maintain fundraising strategies.
- Manage and develop relationship with key funders, partners and stakeholders, including Maribyrnong City Council and Creative Victoria.
- Oversee and prepare reporting for funders, sponsors and other stakeholders as required.
- Oversee management and use of the organisation's CRM.

Program Design

- Engage with Women's Circus staff, members and community to design programs and projects aligned with the strategic plan, including the social circus program, creative programs, and sectors programs.
- Support program delivery and evaluation where required.

Community Engagement

- Support member engagement and participation in Women's Circus programs.
- Create a membership program that encourages member acquisition and retainment.
- Develop strategic relationships across the community and performing art sectors.

Selection Criteria

Essential

- Commitment to Women's Circus values, vision and strategy.

- Strong financial acumen, planning and project management skills.
- Experience in management and governance of a not-for profit or social enterprise.
- Demonstrated leadership experience managing diverse teams and fostering an inclusive workplace culture.
- Excellent communication skills and ability to manage relationships with diverse stakeholders.
- Proven ability to raise funds including through grant writing and philanthropic engagement.
- Ability to identify problems and contribute to solutions to improve organisational systems and culture.
- Resilience and adaptability to work under pressure and in a dynamic environment.

Desirable

- Familiarity with circus or other performance art practice.
- Understanding of community-engaged practice.

To apply

Applications close 11.59pm Monday 13 January.

You can apply any of the following ways. Please include a CV/Resume (up to 3 pages) to support your application.

- Written cover letter (no more than 2 pages)
- Video (less than 10 mins)
- Audio (less than 10 mins)
- Auslan video (we can arrange interpretation of your video if needed – please contact us)

Your application should introduce yourself, address your interest in the role and Women’s Circus, and outline your relevant professional experience addressing the key selection criteria.

Applications can be addressed and sent to Women’s Circus Acting Board Chair El Boydell at boardchair@womenscircus.org.au. Applications will be assessed as they are received. All applicants will be notified of the outcome of their application.

Questions can also be directed to boardchair@womenscircus.org.au, please allow a few days for response. 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. Please feel free

Interviews will be held in the week commencing 20 January.

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. 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.