

women*scircUS

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.

OPERATIONS MANAGER Maternity Leave Cover: Position Description

Reports to: The Women's Circus Executive Director

Manages: Venue Contractors (cleaning, security, council workers)

Works with: This position works regularly with the other Women's Circus core staff as well as casual trainers, contracted artists and creatives, and WC Members.

Hours: This is a part time position from May to December 2025, 0.6 EFT, 3 days a week to cover Maternity Leave. Standard hours are within Monday – Friday, 9am-6pm, although actual hours worked are flexible and may be worked over multiple days.

Remuneration: \$67,184 - \$71,136 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.

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 of 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 **Operations Manager** is responsible for the successful day-to-day administration and operations of Women's Circus, ensuring the company successfully meets all workplace, financial, administrative, and regulatory requirements, on schedule.

Working closely with the Executive Director, the Operations Manager provides vital input and expertise into the development and management of human, financial, and technological resources, to ensure the smooth and cohesive operation of the company.

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 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 Tasks / Responsibilities**Social Circus Program Administration**

- Support the Social Circus Program Manager as needed with Human Resource related processes such as compliance documentation, and trainer onboarding.

Venue Management

- Ensure appropriate cleaning and venue maintenance is undertaken, including managing relationship with external cleaning company and liaising with Council.
- Order office and venue supplies.
- Administer office infrastructure, operations, policies, and procedures
- Administer organisational records and shared files, including maintaining up to date records in CRM database Air Table.
- Monitor and maintain all inventories – circus equipment, circus apparatus, costume, props and equipment in storage.

Financial Management

In conjunction with the Executive Director, Social Circus Program Manager and with the support of the external accounting firm.

- Provide accurate monthly bank reconciliations for MindBody, Square, Ticketing Platforms & Give Now

Business Administration and Regulatory Compliance

In conjunction with the Executive Director ensure:

- The comprehensive management of all insurance requirements
- Compliance with all legislative, industry, and government obligations, including, but not limited to, the submission of annual return to ACNC.
- Compliance with national standards relating to risk management and Workplace Health and Safety including child safety, ensuring oversight of induction and safety training, the company's OHS log of incidents and the management of OHS incidents in line with Women's Circus policies, the production of Risk Assessments, and implementation of risk mitigation measures.

Human Resource Management

In conjunction with the Executive Director:

- Schedule and support regular staff meetings
- Manage recruitment processes, including the preparation and updating of position descriptions, hiring processes, onboarding, induction, training, and issuing of employee contracts.
- Manage maintenance of all human resources records in relation to the employment of Women's Circus personnel including, but not limited to contracts, taxation, work cover, superannuation, bank details
- Contribute to development and maintenance of Women's Circus Policies and Procedures, including human resources policies and procedures in accordance with industry best practice and legislative requirements.

General

- Ensure the smooth flow of information and enable collaborative and positive interpersonal relationships with the Women Circus team. Participate in staff meetings / Program coordination meetings.
- Undertake any other duties assigned by Executive Director.

Selection Criteria:

Essential:

- Experience with:
 - Human resources management including policy development, personnel recruitment and record management
 - Workplace health and safety
- Some knowledge in financial management
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office (SharePoint, Teams, Word, Excel, Outlook).
- Adaptive mindset and problem-solving abilities and attention to detail.

Desirable:

- Experience with Xero software
- Some experience in or understanding of circus or the wider performing arts industry
- Experience using CRM platform Air Table or similar
- Experience using booking platform Mindbody or similar

Applications

This is a rolling application process, and we will interview as people with matching qualifications apply. Final date for applications is Midnight Monday 14th of April.

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

- Human resources management including policy development, personnel recruitment and record management
- Workplace health and safety
- Financial management
- Administration – CRM, software, word processing

Applications can be addressed and sent to Women's Circus Executive Director, Pippin Remi at execdirector@womenscircus.org.au.

Applications will be assessed as they are received. Unless the position is filled earlier, interviews will be held between 16th & 17th April. 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.