



COMPANY ADMINISTRATOR AND COMMUNITY COORDINATOR (NEWLY CREATED POSITION)

Circus Ipswich is hiring!

We are seeking a dynamic self-starter with strong operational and stakeholder management skills to join our growing team, and to help support the Management Committee and staff with the mountain of administration required to provide amazing circus classes, experiences and productions.

About Circus Ipswich

Circus Ipswich Inc. was founded in 2017 with a mission to bring the joy of the circus arts to Ipswich, Queensland. We are a youth circus organisation that runs classes and workshops to build circus skills in children aged 6+ and introduce them to the art of circus performance.

We currently offer three main programs:

- Circus Foundations – a skills-based program where students seek to progress their circus capability in a non-competitive environment
- Umbrella Circus – a program dedicated to children on the Autism Spectrum and other special abilities
- Performance Program - collaborating with professional artists providing opportunities to create and perform

Circus Ipswich has seen demand for these programs grow significantly over the last few years and is ready to embark on its next stage of growth, including the introduction of a performance program and collaboration with an internationally acclaimed circus company.

Position Summary

Title:	Company Administrator and Community Coordinator
Company Name:	Circus Ipswich
Vacancy:	1
Job Location:	Ipswich, Queensland (some location flexibility exists for the right candidate)
Employment Status:	Casual, for at least 12 months, with the possibility of extension pending financial position
Hours:	An average of approx. 15 hours per week (hours subject to activity load of the organisation)
Work Type:	Flexible, from home (some tasks will require attendance at events and training centre activities)
Probation Period:	3 months
Salary:	\$80,000 (Prorated based on hours worked) / \$40 per hour
Reports to:	Management Committee

Position Description

[As at February 2021]

Tasks and duties:

General Administration

- Monitor and run the enrolment process for participants of Circus Ipswich using the online membership portal
- Coordinate staff scheduling and venue/space bookings
- Maintain the records, correspondence and policy documentation of the organisation using Dropbox and GoogleDrive
- Ensure and maintain legislative requirements such as Working with Children Check (Blue Card) compliance and WHS log
- Provide administrative support to the Secretary such as issuing meeting invites and minutes
- Coordinate, with the management committee, the development of the annual calendar and events (Annual Operations Plan)
- Report to the Management committee on the administrative affairs of Circus Ipswich
- Attend and manages tasks required for the Annual General Meeting (AGM)
- Report to the AGM and Management committee about the administration of the association
- Along with the executive team, sets the date and prepares agenda, papers and all necessary other materials for the AGM and monthly committee meetings
- Other administrative tasks as required

Marketing, communications and community relationship-building

- Receive correspondence from, respond to and communicate with the Circus Ipswich Management committee, trainers, participants, parents and caregivers, members, producing partners, industry collaborators, contactors and others
- Check and respond to email correspondence on a daily basis, Monday to Friday
- Send out emails to participants via Mail Chimp as directed by Management team members
- Coordinate, with the management committee, the development of the annual marketing and communications plan
- Coordinate the collation of the organisation's digital publications and social media correspondence
- Create digital content for distribution using graphic design and video editing software
- Build and enhance the Circus Ipswich profile and audience reach across multiple platforms
- Maintain and update the Circus Ipswich website to ensure accuracy and currency
- Coordinate media interviews and photoshoots, liaising with relevant stakeholders as necessary
- Build relationships with customers, potential customers, industry professionals, media and local community agencies
- Organise and participate in company activities to build community and boost company awareness
- Liaise with community and industry partners to foster positive and production relationships
- Develop opportunities for a traineeship program to assist with the role responsibilities

Financial administration

- Co-authorise payment of all invoices as necessary
- Issue invoices
- Management individual payment plans and any late payments as necessary
- Assist Treasurer in maintaining financial records and reports
- Manage external financial program relationships and reporting requirements (eg Fair Play Voucher Program, NDIS etc)
- Coordinate, with the Treasurer annual reporting and audit requirements
- Assist Management committee in the preparation and submission of grant/funding applications
- Coordinate the reporting and acquittal requirements for grant/funding

Training Centre and Event administration

- Provide on-site support at the Circus Ipswich Training Centre as required
- Co-ordinate follow up for classes and events in collaboration with management committee (e.g. surveys, certificates, participant requests etc)
- Manage ticketing set up and delivery for performance events
- Liaise with graphic designer, marketing teams and Management committee regarding branding and advertising (e.g. flyers) for events
- Organises catering, printing and venue hire for events when needed
- Project manage events when needed

Position Requirements

The ideal candidate will have a can-do attitude and be proactive in creating efficient processes to maintain organisational operations and ensure completion of any task at hand.

Essential skills and experience

- Previous administration and/or project management experience preferred
- Experience with computer software and digital platforms such as GoogleDrive, Microsoft Office (including Excel), Canva, Mailchimp, Trybooking, Survey Monkey etc
- Experience in financial management systems and software such as Xero
- Basic understanding of website maintenance
- A soft spot for spreadsheets, process manuals and online forms
- Flexibility and adaptability
- Excellent communication skills with an ability to build and maintain a variety of stakeholder relationships and deal courteously and professionally with colleagues, students and parents from all walks of life
- Strong organisational and time management skills, with the ability to manage various tasks, effectively work to deadlines and juggle competing priorities
- The ability to work autonomously and as a part of a team
- The desire to be daring, ensure outcomes of the highest standard and to build an organisation with a strong sense of belonging

Desirable skills and experience

- An understanding and/or appreciation of artists, the contemporary circus sector and diverse audience groups
- An understanding of teachers, schools and education systems
- Experience in marketing processes and the use of content creation platforms for photo, image and video, as well liaising with external agencies and providers
- Experience planning and leading community initiatives
- Ability to identify and track relevant community KPIs

What we can offer

- Flexible hours to fit around family or other commitments
- Opportunity to be part of a unique and growing creative business
- Working with a collaborative team where your ideas and contributions are valued
- The freedom to perform tasks the best way possible, not just “the way it’s always been done”

Application Process

Applications can be submitted in any format and should include:

- A relevant CV
- A brief explanation (300 words or less) detailing what excites you about this role
- A response to the selection criteria demonstrating how you meet the requirements

For additional information or if you require any assistance with your application, please contact Dr Meg Hooper, Circus Ipswich President, at mhooper@carouselconsulting.com.au.

Applications should be addressed to Circus Ipswich Management Committee at circusipswichmanagement@gmail.com and close 5pm on **Friday 5th March 2021**, with interviews to be conducted early in the following week for a start date to be negotiated with the successful applicant.

Circus Ipswich believes in equal opportunity employment and applicants of all demographics are encouraged to apply. If you have special requirements, we are very happy to assist the right candidate for this job perform to the best of their abilities.