



Whadjuk Country
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 circuswa.com



Position	Business Manager
Reporting to	Artistic Director
Direct Reports	Fundraising (contractor) Aboriginal Program Coordinator (internal – part-time)
Employment	Part time (0.8FTE)
Salary	Based on experience Range \$80 - \$90K pro-rata of for 0.8FTE
Commencement status	New role From early November 2024 (negotiable start date)
Business location	90 Adelaide Street Fremantle WA 6160
Position location	As above – remote / hybrid also available
Status of Role	Open

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CircusWA acknowledges the Whadjuk people of the Noongar Nation are the spiritual and cultural birdiyangara (custodians) of the land upon which we train, create and perform. Fremantle is Walyalup, sited on the banks of the Derbal Yerrigan. We recognise this land was never ceded and acknowledge our first people’s continuing connection to boodja (land), kayep (waters) and Noongar culture. We pay respect to our Elders past and present.



We are seeking a kind, pro-active, and detail orientated individual to join our small team as Business Manager. Reporting to the Artistic Director, your passion for achieving smooth-running financial, operational, and administrative systems will match the creative flair and dynamism of the wider organisation. This is a part-time role (ideally 0.8FTE) with some remote work available. Salary based on experience.

About CircusWA

We believe in circus as an art form while accessible and a part of learning, wellbeing and fun for all ages, cultures and levels of ability. For over 30 years, we have been celebrating, nurturing and supporting distinctive artistic and cultural endeavours in our community. Today, we are a training and performance organisation promoting excellence, inclusion and innovation in circus arts. We offer accessible and inclusive circus outreach sessions and programs to help disadvantaged, at-risk and vulnerable young people to develop self-confidence and social skills.

About the role

Supporting the Artistic Director, the Business Manager is responsible for managing the day-to-day financial and administrative requirements of the organisation.

You will keep up-to-date financial records, including development of annual budgets in line with program requirements, and bookkeeping tasks including payroll and supplier payments. Your penchant for calendar management allows you to keep track of funding deadlines and acquittals, internal and external meetings, as well as creating feasible timelines to meet new funding opportunities.

With a diverse program of activities delivered by CircusWA, you will be required to assist with the development and implementation of new systems of managing the day to do running of the 'business' of CircusWA - classes and workshops. Whilst not getting to run away and join the circus, the role will support the delivery of local, state, and national performance engagements, and support in ensuring compliance on grant applications.

Key Responsibilities

- Financial management – including bookkeeping, budget preparation and tracking.
- Support the preparation and acquittal of funding applications
- Prepare, review, and manage reports, presentations, and other documents for board and stakeholders. Financial audit coordination experience is desirable, but not essential.
- Manage daily operations and ensure smooth workflow, including liaising with training artists and contractors for delivery of programs
- Maintain positive internal and external relationships, including with State government, philanthropic partners, and the broader circus community.

About you

To be successful in this role, you will have a genuine passion for smooth-running financial and administrative systems and are energised by completing tasks and meeting deadlines. You are kind empathetic, and conscientious, and enjoy being a go-to support person in a super small team. You enjoy new challenges and thrive in a constantly evolving space of opportunity and creative innovation.

- Curious, open communicator, who is confident to work independently
- Financial management skills (experience in bookkeeping & Xero would be great)
- Experience in preparation of reports, e.g. Strategic Plans, Board Financials, Funding acquittals



- Strong organisational and time management skills, with the ability to prioritize tasks effectively
- Knowledge of the not-for-profit performing arts sector is desirable

We know that having varied perspectives helps generate better ideas to solve the complex problems of a changing - and increasingly diverse - world. We celebrate people who celebrate others, and we are committed to inclusion in the workplace – people of all gender identities and all orientations are encouraged to apply. We value receiving applications from Aboriginal and Torres Strait Islander people, women, people from multicultural backgrounds, people with disability, and mature-aged people.

How to apply

Reply by email to Jo Smith, Artistic Director. jo@circuswa.com Attach the following:

- current CV identifying relevant experience and referees
- cover letter that explains why you are interested in this role and what you will bring to the organisation (maximum 2 pages).

CircusWA reserves the right to appoint any time during the recruitment process.

To discuss the role further, contact Jo Smith - 0428 434 327