



Whadjuk Country  
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 circuswa.com



<b>Position</b>	Business Manager
<b>Reporting to</b>	Artistic Director
<b>Direct Reports</b>	Fundraising (contractor) Aboriginal Program Coordinator (internal – part-time)
<b>Employment</b>	Part time (0.8FTE)
<b>Salary</b>	Based on experience Range \$80 - \$90K pro-rata of for 0.8FTE
<b>Commencement status</b>	New role From early November 2024 (negotiable start date)
<b>Business location</b>	90 Adelaide Street Fremantle WA 6160
<b>Position location</b>	As above – remote / hybrid also available
<b>Status of Role</b>	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 some 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 promotion / marketing and record-keeping of community classes and ensuring the company is compliant with safety management and insurance requirements. Whilst not getting to run away and join the circus, the role will support the delivery of local, state, and national performance engagements, including some tour management, venue booking, and box office reconciliation.

### **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. Financial audit coordination experience is desirable, but not essential.
- Manage daily operations and ensure smooth workflow, including calendar and meeting management, liaising with training artists and contractors for delivery of programs
- Online promotion and marketing of organisation programs and engagements.
- 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 the 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 and Financial, 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](mailto: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