

## About Circa

In creating our vision of circus that moves the heart, the mind and the soul, Circa is committed to producing the best quality work for audiences here and abroad. Further, Circa's work is driven by our three core values of *Quality, Audacity and Humanity*.

Circa is fast becoming a company of national and international significance due to our impressive international reputation, tours and workshop program. With performances in 30 countries since 2006 and confirmed international tour bookings into 2016, Circa's work has been rapturously received by audiences, presenters and critics around the world. Alongside our performance and touring works, every day Circa runs a training and workshop program in Brisbane at our professional studio, in schools and with partners throughout Queensland and beyond.

Building a solid framework for continued growth in quality, audacity and humanity is what will define us.

## About the job

As the Office Manager/Executive Assistant you will oversee Circa's day-to-day office operations - ensuring that Circa's systems, processes and administration team deliverables and morale are of the highest professional standards. This is a complex and stimulating role as you support the Executive Team and manage the small administration team to enable Circa to deliver its programs locally, nationally and internationally. Each day at Circa you will implement and oversee the administrative functions of the organisation and build and maintain relationships with suppliers and staff. The role also requires management of our facility, office resources and insurances and also maintains Circa's compliance with the requirements of relevant government agencies and laws and regulations. The role acts as executive officer to the Board and executive assistant to the Executive Group.

If you love the challenge of managing and maintaining growth, enjoy exercising your incredible attention to detail, thrive when working closely with a team and are excited by being a significant part of a company and its success – this is the role for you.

## Duties and responsibilities include:

### Office Manager:

- Scrutinize all of the administrative responsibilities at Circa to deliver work and administrative support that is excellent, efficient, accurate and client focused.
- Coordinating and processing all insurance claims, and maintaining relationships with key insurance providers, including Workcover.
- Ensuring that the policies and procedures at Circa are well understood by team members, implemented and updated as required.
- Implementing and overseeing the seamless, efficient and professional business management standards and practices.
- Implementing processes that produce quality internal reporting at Circa that can be utilized for a broad range of stakeholders such as government, board members or corporate partners.
- Ensuring that all supplies, equipment and technology needed for Circa's program delivery is available to employees as required whether they are working locally, nationally or internationally.
- Providing support to all subsidiary businesses of Circa including arTour and the Circa Training Centre as required.
- Undertaking other duties as directed.

## **Executive Assistant:**

- Providing support to and carrying out the directions of the Executive Team.
- Exhibiting leadership skills, decision-making skills, conflict management skills and team-building skills to generate productive and positive relationships with all team members and other stakeholders such as community and government representatives.
- Engaging in regular and quality briefing of executive staff at Circa
- Diary management, travel and accommodation coordination
- Document formatting and compilation for correspondence and legal documentation
- Human resources support including recruitment and OH&S
- Organising and documenting meeting minutes and actions

## **Are you the right person for the job?**

If you are the right person for the job you can

- Effectively manage yourself and others
- Provide exceptional attention to detail
- Thrive at multi-tasking in a complex environment - embracing change, challenges and opportunities.
- Communicate effectively and appropriately
- Use and manage office systems and infrastructure including computer programs, phones and filing.

## **Reporting relationships**

Reporting to the General Manager, you will be part of a small and dedicated team who actively take part in decision-making processes and share ideas and initiatives.

## **Some additional information**

- You will need to be flexible, as this role will involve working outside the normal office hours, including weekends and public holidays.
- You may be required to apply for, or present your current Blue Card through the Commission for Children and Young People.
- As the office of Circa has a public interface, it is important that you always maintain a professional standard of dress.
- As you may be required to transport people and/or materials for the company, a current drivers licence is desirable.

## **Application Details:**

Applications close at 5pm, Friday 16<sup>th</sup> January, 2015. Please submit all applications to [recruit@circa.org.au](mailto:recruit@circa.org.au). Late applications will not be accepted.