



POSITION DESCRIPTION			
<b>JOB TITLE</b>	Community Engagement Coordinator		
<b>DATE</b>	June 2021	<b>APPROVED BY</b>	Richard Hull
<b>DEPARTMENT</b>	Circus Program	<b>LOCATION</b>	Flying Fruit Fly Circus, Albury
<b>REPORTS TO</b>	Artistic Director		
<b>WORK TYPE</b>	0.6 FTE, Ongoing	<b>REMUNERATION</b>	\$63,500 pro rata + 10% superannuation
<b>CLOSING DATE</b>	5pm, Wednesday 16 <sup>th</sup> June 2021		
<b>CONTACT</b>	Donna Baldwin – <a href="mailto:dbaldwin@fruitflycircus.com.au">dbaldwin@fruitflycircus.com.au</a>		

**Applicants are asked to include the following documents with their applications:**

- **Up to date resume of no more than three pages**
- **Address their suitability and the selection criteria in a cover letter of no more than two pages**

**Please send your application to Donna Baldwin – Executive Officer by email:**

**[dbaldwin@fruitflycircus.com.au](mailto:dbaldwin@fruitflycircus.com.au)**

#### **COMPANY PROFILE:**

Proudly regional, the Flying Fruit Fly Circus (FFFC) trains and performs on Wiradjuri land. As Australia's National Youth Circus we deliver Australia's only combined fulltime academic and circus program for young people age 8 – 19. We create and tour award-winning contemporary circus for young and family audiences and have a busy and growing community program of public classes, workshops and school programs.

Our aspiration is to create an Australia-wide culture where every young person truly believes they can achieve their dreams. Where every kid in every school will have the opportunity to benefit from the proven creative, academic, physical and social benefits of circus in education.

**JOB PROFILE:** The Community Engagement Coordinator is a new role designed to strengthen and expand community access to and participation in the activities of the Flying Fruit Fly Circus, including the delivery of associated projects and programs.

The role will embrace established programs and develop exciting new engagement initiatives. It will also help drive the company's long-term vision for circus to be accessible to every kid in every school in Australia.

**KEY RELATIONSHIPS:** Artistic Director; Leading Trainer, Development; Technical Director; Executive Producer; Public Programs Coordinator

#### **KEY RESPONSIBILITIES:**

**The Community Engagement Coordinator will:**

- Develop activities that increase community participation in circus, with a focus on youth, access and diversity.
- Actively build a program of schools and other community workshops and develop opportunities for targeted groups to engage with circus, including leading workshops as a trainer when required.
- Develop a Community Engagement Strategy to underpin the direction and growth of the existing program.

- Undertake research to ensure best practice in our community engagement programs including social circus methodology, safety and arts engagement.
- Develop and maintain a creative community network including schools, arts groups, youth circuses and key individuals to enhance and promote the work of the FFFC and explore opportunities for collaborative projects.
- Deliver or assist with the delivery of key projects and existing programs including:
  - Burranha Bila Buraay - Bouncing River Kids & Leaders
  - Circus Passport
  - Schools touring
- Support the Executive team by actively seeking external funding opportunities for programs and future opportunities.
- Work in partnership with the Leading Trainers and Public Programs Coordinator as part of the leadership team that drives the Company's culture of safety and equal opportunity.
- Provide and contribute to reports, acquittals and correspondence as required.
- Adhere to the financial frameworks set by the CEO and Board of Directors and work within agreed budgets.
- Attend meetings as required.
- Undertake other reasonable tasks as required by the Artistic Director.

## **SELECTION CRITERIA**

### **SKILLS & EXPERIENCE**

#### Essential:

- Experience in circus.
- An interest in social circus and cultural community development.
- Proven experience of working with and coaching young people.
- Experience preparing and acquitting funding applications.
- Administrative and supervisory experience.
- Demonstrated abilities to work within and contribute positively to a team environment.
- Driver's licence.

#### Desirable:

- Experience of working within a youth arts and training organisation.
- An understanding of the challenges and opportunities of circus arts in a regional setting.
- Experience of developing and maintaining partnerships.
- Certificate IV in Training and Assessment or equivalent qualifications

### **PERSONAL QUALITIES**

- Outstanding interpersonal skills and a demonstrated ability to communicate ideas.
- Calm under pressure and able to solve problems effectively.
- Ability to work happily in a busy creative youth arts environment.
- A passion for community, creative learning and the benefits of youth circus.
- Good humour, energy and enthusiasm.