

## Position Description

### Circus Centre Manager

**Location:** Collingwood, VIC

**Employment Type:** Full-time

**Salary:** \$90,000 + superannuation

**Reports to:** CEO

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### About the Flying Fruit Fly Circus

The Flying Fruit Fly Circus (FFFC) is Australia's national youth circus, based in Albury-Wodonga with a new and growing presence in Melbourne. For 45 years, FFFC has been a driving force in the evolution of contemporary circus in Australia. We are an internationally recognised centre for high-level circus training, award-winning productions, and professional artist development. Our vision is a thriving circus sector in which artists can flourish, and young people can find their voice.

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### About Circus Centre Melbourne

Circus Centre Melbourne is a bold new initiative by the Flying Fruit Fly Circus, located at 50 Perry Street in Collingwood - a landmark building developed to house Circus Oz, who remain a resident company. Now under the leadership of FFFC, the Centre is being reimaged as a shared, inclusive, and thriving hub for contemporary circus.

This new creative space will provide a collaborative and professional environment for artists, companies, and communities across the circus and physical theatre sector. With room for multiple resident companies and a strong commitment to sector development, Circus Centre Melbourne aims to become a national focal point for innovation, training, performance, and creative exchange.

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### About the Role

The **Circus Centre Manager** is a newly created leadership role responsible for the successful launch, operations, and future growth of Circus Centre Melbourne.

You will lead strategic and business planning, build partnerships, oversee facility operations, and guide the delivery of core programming. You'll also manage a small team and play a vital public-facing role as the key contact for artists, companies, and stakeholders.

This is an exciting opportunity to shape the future of a major new creative space for contemporary circus in Australia.

## **Key Responsibilities**

### **Centre Development & Launch**

- Oversee the final fit-out and readiness of the facility
- Establish systems, processes, and frameworks to support operations
- Lead the rollout of core programming in collaboration with the Executive Team

### **Strategic Leadership & Business Development**

- Develop and implement a strategic and business plan for the Centre
- Identify and grow commercial opportunities, partnerships, and income streams
- Ensure the Centre's programs are accessible and relevant to the CaPT sector
- Oversee contractual, lease, and service agreements

### **Marketing & Profile**

- Develop and deliver marketing and communications strategies with FFFC team
- Build the Centre's reputation across the arts, circus, and local communities
- Position the Centre as a key national facility for contemporary circus

### **Stakeholder & Partnership Management**

- Be the primary point of contact for government, funders, and venue stakeholders
- Support artist and company residencies and projects, ensuring clear and professional communication
- Track partnership milestones, provide regular updates to the CEO / Executive Team

### **Team Leadership & HR**

- Recruit, manage, and support a small, dynamic team
- Lead induction, performance management, and professional development processes

### **Operations & Compliance**

- Ensure safe, inclusive, and culturally appropriate practices across all spaces and activities
- Manage day-to-day operations and respond to issues as they arise
- Represent the Centre at sector and community events
- Be available for extended hours or additional duties during peak periods

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## **Selection Criteria**

- Proven leadership experience in an arts or cultural organisation
- Knowledge of contemporary circus and/or physical theatre in Australia
- Excellent stakeholder and relationship management skills
- Experience in operations, budgeting, contract management, or venue administration
- Strategic thinking and problem-solving skills, with the ability to self-direct
- Commitment to inclusive practices and creating culturally safe environments

## Why Join Us?

- Lead the development of a landmark new centre for contemporary circus
- Be part of a national organisation with a proud legacy and an ambitious future
- Work in a values-driven team committed to creativity, inclusivity, and artist support
- Make a lasting contribution to the growth of circus in Australia

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## How To Apply

Send your CV with a cover letter responding to the Selection Criteria to:

Donna Baldwin, Executive Officer  
[dbaldwin@fruitflycircus.com.au](mailto:dbaldwin@fruitflycircus.com.au) by **5pm Monday 7 July 2025**.

For a confidential discussion about the role, contact:  
Richard Hull, CEO | [rhull@fruitflycircus.com.au](mailto:rhull@fruitflycircus.com.au)



*Image by Ian Sutherland, 2025.*