

Position Description: Operations & Rigging Coordinator

Based in Albury-Wodonga on Wiradjuri Country the Flying Fruit Fly Circus is Australia's National Youth Circus and the country's only full-time circus school for young people aged 8–19. Our new **Circus Centre Melbourne (CCM)**, located on Wurundjeri Country, is an exciting hub for artists, community programs, and sector development.

This role is based at Circus Centre Melbourne, working day-to-day within this vibrant space while being fully supported by the Flying Fruit Fly Circus team. You'll follow established systems and procedures, report to the Circus Centre Melbourne Manager, and contribute to the bigger picture of a nationally significant organisation – all while helping shape this brand-new home for circus in Melbourne.

Role Title:	Operations & Rigging Coordinator
Location:	Circus Centre Melbourne, 35 Johnston St, Collingwood VIC 3066
Reports To:	Circus Centre Manager
Direct Reports:	N/A
Days / Hours:	Part-Time 25 – 30 hrs/per week (to be finalised before an appointment), Monday to Friday between 9am to 5pm.
Remuneration:	\$60,000 - \$63,000 pro-rata per annum, commensurate with experience, plus Superannuation and all entitlements
Term:	2 years with the possibility to become ongoing, preferred start date mid-September 2025.

Purpose of Role:

The Operations & Rigging Coordinator is responsible for ensuring the safe, smooth, and professional operation of Circus Centre Melbourne's training spaces. This role combines **safety oversight, first aid, operational management, equipment and rigging supervision, and high-quality customer service**. The Operations & Rigging Coordinator ensures that all programs, sessions, and events are conducted in a safe and well-managed environment, while supporting staff, participants, and visiting artists.

Key Responsibilities:

Customer Service

- Provide high-quality customer service to members, artists, participants, and clients of CCM.
- Respond to enquiries or issues on the training floor promptly, professionally, and courteously.

Training Safety & Risk Management

- Ensure all training is conducted safely and appropriately, following CCM's Commitment to Safety Policy and risk management procedures.
- Monitor training, correcting unsafe behaviour and stopping unsafe practices when necessary.
- Ensure equipment is used correctly; quarantine, report, or remove faulty items from use.
- Maintain an orderly training room environment; coordinate participants and trainers to keep walkways clear and pack away equipment and props safely.
- Act as Chief Warden for any evacuation procedures, ensure all staff and participants safely evacuate to the muster point.
- Act as the authority on training floor safety, consulting with other staff as needed.

First Aid & Incident Response

- Serve as a First Aid Officer.
- Manage and be responsible for all required paperwork and procedures related to incidents and injuries. Follow CCM notifiable incident procedures.

Operations & Equipment

- Maintain and enforce cleaning procedures as required.
- For venue bookings, liaise with the CCM Manager regarding equipment requirements and room setup.
- Set up and pack down circus and other equipment safely before and after sessions.

Rigging, Venue & Maintenance

- Support induction into the space and rigging operations, including checking non-CCM equipment.
- Perform regular rigging checks and complete maintenance logs, rig, and safety checklists.
- Install aerial points or rig aerial equipment for CCM programs.
- Liaise with external contractors performing building maintenance and repairs as required.

Equipment Management

- Advise on circus equipment and aerial apparatus requirements, management, and maintenance policies/procedures as required.
- Repair and maintain circus equipment and aerial apparatus.
- Support maintenance of circus equipment and aerial apparatus inventory.

General Responsibilities

- Attend scheduled meetings, training sessions, and reviews as required.

Measures of Success:

Success in this role will be demonstrated by:

- **Safety Compliance:** Training sessions and programs operate without preventable incidents; equipment and rigging are maintained to a high standard.
- **Effective Incident Response:** All injuries and incidents are managed with care, promptly, and with correct documentation and communication to relevant parties.

- Operational Efficiency: Training spaces, equipment, and props are set up, packed down, and maintained efficiently.
- Customer Satisfaction: Members, participants, artists, and clients report a positive and professional experience.

Qualifications & Experience:

Essential

- Rigger certification (intermediate or above).
- Experience working in circus or circus education environments.
- Demonstrated exemplary safety record in a similar role (e.g., supervisor, stage manager, venue manager, or training floor manager), with references to support.
- Ability to carry out regular physical and visual safety checks as part of a daily safety routine and paying attention to any potential risks or equipment decline.
- Excellent verbal communication skills, with a professional presentation and manner.
- Genuine commitment to providing a positive experience for participants, members, and visiting artists.
- Confidence using computers, including Word, Excel, email, and other common apps for keeping records and staying organised.
- High attention to detail, particularly for data entry, record keeping, and filing systems.
- Valid Victorian Working with Children Check or the ability to get one.

Desirable

- Knowledge of the Australian contemporary circus, physical theatre, and performing arts sector.
- Previous experience in coordinating special events, productions, workshops, or community projects in a circus or performance context.
- Demonstrated problem-solving and decision-making skills, ensuring tasks are completed safely, professionally, and with quality customer service.

How to Apply

Applications close: Thursday 11 September 2025 at 9:00am

To apply, email your CV and a cover letter to Donna Baldwin (Executive Officer) - dbaldwin@fruitflycircus.com.au

Your cover letter should include:

- A short introduction about yourself
- A response to how you can fulfill the role as detailed in the Position Description with specific examples of transferable skills and knowledge where applicable.
- A response to this question: *What excites you about joining the Flying Fruit Fly Circus team and taking on this role right now?*

You can choose the format of your cover letter that works best for you:

- Written (1 - 2 pages)
- Video (up to 10 minutes)
- Audio (up to 10 minutes)
- Auslan video (if you need interpretation, let us know and we'll arrange it)

Interviews:

Interviews will take place between **15–17 September**. Please let us know in your application if you have any times, you're unavailable.

Need support or adjustments?

If you need any assistance with your application or would like adjustments to the process, contact **Steph Cox (Circus Centre Manager)** at steph@circuscentremelbourne.com.au for a chat.

Deadline flexibility:

If something unexpected happens and you can't meet the deadline, please get in touch to discuss a short extension. You don't need to tell us why - just let us know.