

Position Description: Venue & Program Coordinator

Based in Albury-Wodonga on Wiradjuri Country the Flying Fruit Fly Circus (FFFC) 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:	Venue & Program Coordinator
Location:	Circus Centre Melbourne, 35 Johnston St, Collingwood VIC 3066
Reports To:	Circus Centre Manager
Direct Reports:	N/A
Days / Hours:	Part-time, 0.6 FTE over 3 - 4 days per week, Monday to Friday between 8am to 6pm.
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 **Venue & Program Coordinator** ensures the efficient day-to-day running of Circus Centre Melbourne by managing office and venue operations, supporting safe and welcoming environments, and providing high-level administrative support for programs and bookings. This role is central to creating an organised, responsive, and collaborative workplace that enables the delivery of exceptional programs and services to members, artists, community partners and participants.

Key Responsibilities:

Office & Venue Operations

- Manage phone and email enquiries, ensuring prompt, friendly, and accurate responses or referrals to the relevant team member.
- Maintain efficient office and venue operations, including infrastructure, policies, and procedures.
- Order and manage office and venue supplies.
- Oversee venue cleaning and maintenance, liaising with external contractors and Creative Victoria.
- Assist with venue set-up and pack-down for training, meetings, filming, and venue hire activities.

Work Health & Safety

- Support FFFC and CCM staff members to maintain and manage workplace health and safety registers and systems.

Program & Booking Administration

- Manage class enrolment and booking platforms, ensuring smooth user experience for members and customers.
- Maintain an accurate and up-to-date CCM calendar to avoid scheduling conflicts.
- Coordinate workshop bookings, including enquiries, quotes, rostering, and logistics.
- Collect and maintain program data for evaluation and reporting purposes.
- Assist in maintaining the company CRM (Airtable)
- Provide administrative support to the wider team as required.

Measures of Success:

Success in this role will be demonstrated by:

- Smooth Operations: Office and venue systems, supplies, and maintenance are consistently managed and issues resolved promptly.
- Exceptional Customer Service: Enquiries (phone, email, in-person) are handled efficiently, accurately, and in a friendly manner.
- Effective Program Administration: Class enrolment and booking systems operate smoothly, with accurate schedules and no program clashes.
- Organisational Support: Staff meetings are scheduled and supported; internal communication flows effectively.

Qualifications & Experience:

Essential

- Professional project management and administration experience within the circus and physical theatre sector or broader arts/community sectors.
- Excellent verbal and written communication skills and use of the following programs/software: Microsoft Office (Word, Excel, Sharepoint, Outlook & Teams),
- Strong organisational skills, with the ability to self-manage, prioritise competing demands, and seek support when required.
- Proven ability to collaborate and communicate sensitively and effectively with people from diverse cultural, lived, and professional backgrounds.
- Adaptive mindset with the capacity to embrace new challenges, solve problems, and implement new ideas.
- Valid Victorian Working with Children Check or the ability to get one.

Desirable

- Demonstrated experience and knowledge of the Australian circus and physical theatre community.
- Current First Aid qualification, Driver's License, Fire Warden Training or similar.

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.