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**CASTLEMAINE CIRCUS INC   
GENERAL MANAGER POSITION DESCRIPTION**

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| Title | General Manager |
| Location | 35 Etty St, Castlemaine. The role is based at this location.  Partial work from home during week can be negotiated and work from home during school holidays allowed. |
| Reports to | CCI Committee Chair |
| Employment Conditions | Permanent Part Time with 6 month probation period |
| Salary: | $71,136 – $79,040 per annum pro rata, plus superannuation $36 - 40 / hr  Fitness Industry Award Increase by CPI annually (at a minimum) |
| Hours | 30.4 hrs / week (4 days).  Exact days negotiable. Our standard hours are Mon-Fri, 9-5pm.  Due to the nature of the organisation, work outside of usual hours is sometimes required, including evenings and weekends. We operate a time-in-lieu system. |
| Extras | 30% discount for classes for family. Free use of the space for training, rehearsals, workshops. Highly flexible working conditions. |
| Applications | Email to Kirsty Sutherland, General Manager: [classes@castlemainecircus.com.au](mailto:classes@castlemainecircus.com.au)  Include a CV and a 1-2 page cover letter outlining the skills, experience and values you bring in relation to the PD |
| Due date | Applications due: 15 June 2025.  Position starts: July, flexible with date. |
| Reviewed | Annually |

**POSITION PURPOSE**

The General Manager is responsible for the overall management and sustainability of Castlemaine Circus including strategic direction, human resources, governance, financial management, administration and daily operations. The General Manager must have a passion for the arts, provide leadership and guidance, and cultivate long lasting relationships within the organisation, its employees, volunteers, participants, families as well as with the local community and other external stakeholders.

The key to the role is understanding, shaping and proactively supporting the vision and the culture of the organisation. The culture is expressed throughout all aspects of the organisation, through the staff, curriculum and strength based model of learning, through all our communications and through our relationships with each other and collaborations with the whole community.

**ORGANISATIONAL CONTEXT**

Castlemaine Circus Inc. is an inclusive and accessible circus arts program offering classes and workshops in circus arts, aerial arts, parkour and performance for ages 2 years to adult.

Castlemaine Circus Inc. aims to:

* offer children, youth and adults training in circus, aerial, parkour, performance skills
* create a safe and positive environment for people to participate in performing arts activities.
* promote healthy, physical, non-competitive activity.
* encourage creativity and innovation.
* provide employment opportunities for local professional circus/performing artists.
* partner with other community organisations to provide training and performance opportunities for broad and diverse community participation.

Castlemaine Circus classes began in late 2013 with three classes per week as a direct response to ongoing requests from the community for childrens’ circus classes. It was established as a not-for-profit incorporated association, by a committee of volunteers. Castlemaine Circus now engages 15 experienced trainers predominately from the local region, offering 32 classes with nearly 400 students each week. We aim to provide classes for the diverse community including homeschoolers, LGBTIQA+ and neurodivergent kids. We provide classes for local educational organisations, partner with local health providers and families in need, bring circus workshops to local events and we create a fantastic end of year Circus Show for the whole community. Castlemaine Circus continues to grow to meet the needs of the community.

**KEY RELATIONSHIPS**

Internal: Committee Chair and members, staff and volunteers

External: Participants/students, families, service providers, contractors, external stakeholders.

**RESPONSIBILITIES**

HUMAN RESOURCES

* Recruit, employ and induct staff and trainers to meet the needs of classes and students
* Manage, engage and support staff within a culture of care and continuous improvement
* Oversee that staff are representing the culture of the organisation.
* Manage all staff (including self) comply with employment requirements, including:
  1. Governance, policies, procedures, code of conduct
  2. Payroll, taxation and superannuation obligations
  3. Certification of First Aid, Mental Health First Aid and skills qualifications
  4. Working with Children, Working with Vulnerable People and Police checks
  5. All other work, health and safety obligations
* Meet as needed with staff, volunteers and committee members to ensure effective communication, to manage conflict, to manage the organisation and to receive feedback/input.
* Perform annual/regular performance reviews (formal or informal).
* Run annual or biannual staff meetings to keep staff up-to-date with all policies and procedures and to create discussion with and input/feedback from staff.
* Provide professional development opportunities for staff.

PROGRAMING / BUSINESS DEVELOPMENT

* Develop, design, promote and deliver or oversee CCI opportunities:
  + Term timetable - meet community demand, with Enrolment Coord.
  + Programs: eg school holiday programs, with Enrolment Coord.
  + Events: eg at Community Festivals
  + Workshops: eg with educational institutions
  + Masterclasses: eg for advanced students or staff
  + Performances eg End of Year Show, end of term class presentations
  + Merchandise eg Tshirts, hoodies
* Create and engage in opportunities for collaboration with external stakeholders.
* Develop and apply for sponsorship and grant opportunities for CCI.

FINANCIAL MANAGEMENT (Bookkeeping component is optional)

* Deliver and maintain financially sustainability for the organisation
* Develop, monitor, evaluate and report on the annual budget in line with P&L and Balance Sheet

Bookkeeping Component:

* Reconcile and report on the organisation’s accounts to the Committee.
* Process invoices/expenses, manage debts in accordance with the Finance Policy.
* Manage payroll in Excel and MYOB.
* Acquit grant budgets and adhere to funding provider’s requirements.
* Manage financial obligations (quarterly BAS, annual CAV statement).

GOVERNANCE

* Develop and monitor a Strategic direction plan and Business Plan with the Committee.
* Produce and distribute reports/information for and attend Committee meetings.
* Monitor, manage, mitigate and report on organisational risks.
* Maintain appropriate and adequate insurance coverage and manage claims.
* Manage and comply with OH&S, legal and financial obligations (BAS, Annual CAV).
* Maintain and uphold organisational and legal policies and procedures, codes of conduct, confidentiality, duty of care.
* Manage and meet other relevant compliance and reporting obligations.

COMMUNICATIONS

* Communicate with all staff and internal and external stakeholders respectfully and ensure effective and high level communication across the organisation.
* Meet with parties as needed, listen to and respond to needs and issues and resolve conflicts as they arise.
* Oversee communications to/from families with Enrolment Coordinator, managing conflict resolution.

MARKETING AND PROMOTION

* Develop, deliver and maintain a social media strategy including a website.
* Produce marketing material or oversee external graphic design for use in promoting CC.
* Represent CC in meetings with external stakeholders.
* Ensure events and workshops have adequate signage and marketing materials and are a positive representation of the organisation.

VENUE OPERATIONS

* Ensure the venue meets accessibility, health and legal requirements.
* Monitor, certify, repair/replace, purchase circus and venue equipment as required.
* Maintain First Aid and other safety equipment.
* Engage and manage contractors as needed.
* Maintain and update respective IT platforms, including the enrolment and financial systems, ipad. Ensure they are adequate and effective for all users including participants, families and staff, with Enrolment Coord.
* Liaise with the Landlord and Mount Alexander Shire Council in tenancy matters.

**CAPABILITY ATTRIBUTES**

**Leadership**

* Understand and uphold the culture and values of the organisation
* Be passionate about the arts and committed to the organisation.
* Engage and inspire staff. Understand the delicate balance between the administration and the trainers, giving staff autonomy, support, cultural understanding and boundaries.
* Communicate to external stakeholders the importance of the organisation to the community.
* Understand and balance both the big picture and small nuances.
* Take personal responsibility and delegate appropriately.

**People management & teamwork**

* Have exceptional interpersonal and communication skills. Approach all staff, volunteers, contractors and stakeholders with respect, honesty, empathy and consideration.
* Manage in a culture of care, be an active listener and create an emotionally and physically safe working environment
* Collaborate effectively with staff, create opportunities for collaboration between staff.
* Encourage continuous learning for all staff
* Actively contribute to a positive and effective work environment through open and inclusive planning, continuous information sharing and transparent work processes.

**Problem solving & decision making**

* Embrace flexibility and lateral thinking, facilitate solutions and make decisions based on an understanding of the relevant issues, factual information and logical assumptions
* Identify and meet the needs of participants, their families, staff and the committee
* Resolve issues and conflicts
* Negotiate outcomes that are acceptable to relevant parties and deliver as agreed.

**Authorisation**

Chair: Jane McCahon Signature..................................................... Date..................

General Manager: XX Signature........................................................Date..................

Document Date: 12 May 2025