

POSITION DESCRIPTION

Position Title:	Head Circus Trainer – NICA Rec
Reporting To:	Commercial Manager
Time Fraction:	Part Time (0.6 FTE) 12 Months Fixed Term
Salary:	Teacher and Tutor/Instructor Range: Level 4 $63,768.56 ($38,261.14 pro rata) to Level 5 $66,348.06 (39,808.84) commensurate with experience Educational Services (Post-Secondary Education) Award 2020
Date:	November 2026

GENERAL INFORMATION

The National Institute of Circus Arts (NICA LTD) is a not-for-profit company, established to create world class training for the contemporary circus and physical theatre industry.

NICA is Australia's Centre of Excellence for training and education in contemporary circus practice. NICA is funded by the Australian Government through the Office for the Arts and is a member of the Australian Roundtable for Arts Training Excellence (Arts8). NICA also offers recreational courses, masterclasses, corporate workshops and commercial space hire.

NICA delivers training in partnership with several national and international organisations, including secondary and tertiary institutions. NICA is supported by the State Government through Skills Victoria for the delivery of its vocational programs in circus.

NICA delivers a suite of accredited courses in circus arts in partnership with COLLARTS (Australian College for the Arts). These include the Certificate III & IV in Circus Arts, and the Bachelor of Circus Arts. NICA also works in partnership with a number of organisations to promote circus arts education and training.

Position Purpose:

The Head Circus Trainer – NICA Recreation Programs is responsible for the leadership, development, delivery and continuous improvement of NICA's non-accredited recreation circus programs.

The role leads the development of innovative recreation programs, supports and develops Recreation Trainers, oversees program quality and safety, and works collaboratively with the Commercial Manager to identify growth opportunities and establish clear student pathways.
The position is responsible for:

- Leading the development, implementation and review of NICA Recreation programs and curriculum.
- Ensuring the delivery of high-quality, safe and engaging circus training experiences.
- Supporting student development and progression through recreation pathways into advanced training and further study opportunities.
- Supervising, mentoring and developing Recreation Trainers.
- Driving continuous improvement through program evaluation and quality assurance processes.
- Supporting program growth through community engagement and strategic partnerships.
- Maintaining high standards of safety, administration and operational compliance across recreation activities.

Location:

The position is located at The National Institute of Circus Arts, Prahran, Victoria. There may be a requirement from time to time to undertake duties at another location. The incumbent must be willing to travel and work at a range of locations.

Reporting Lines:

This position will report to the Commercial Manager.

Participation on Committees:

The incumbent may be required to participate in meetings on an as needs basis.

Key Responsibilities:

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

	KEY RESPONSIBILITY AREAS	
1.	Recreation Program Development and Growth	Lead the design, implementation and continuous improvement of NICA Recreation programs, curriculum and learning resources. Identify new program opportunities, market gaps and student needs, working with the Commercial Manager to expand NICA's recreation offerings. Develop clear student pathways from introductory recreation programs into advanced training, vocational education and tertiary study opportunities.
2.	Program Delivery and Quality Assurance	Oversee recreation program delivery to ensure high-quality, safe and engaging learning experiences. Monitor program outcomes and student progression, providing guidance and support to trainers.

	KEY RESPONSIBILITY AREAS	
		Conduct regular program reviews and implement improvements based on feedback, participation data and industry trends.
3.	Trainer Leadership and Development	Provide leadership, mentoring and professional development opportunities for Recreation Trainers. Coordinate trainer induction, resource development and ongoing capability-building initiatives. Promote consistent teaching standards, safety practices and program delivery across all recreation activities.
4.	Student Experience and Pathways	Foster a positive, inclusive and supportive learning environment for recreation students. Identify and support talented students to progress into higher-level recreation, performance or educational pathways. Ensure student wellbeing, safety and participation remain central to all program activities.
5.	Safety, Systems and Administration	Ensure teaching resources, safety documentation, risk assessments and operational procedures are maintained and current. Monitor compliance with NICA policies, safety requirements and quality assurance processes. Maintain accurate records relating to program participation, incidents, student progression and program outcomes.
6.	Community Engagement and Partnerships	Build relationships with schools, community organisations and external stakeholders to strengthen participation and pathway opportunities. Represent NICA Recreation and promote programs through community engagement activities and partnerships. Maintain awareness of industry and community trends to inform program development and growth.
7.	Leadership and Strategic Support	Support the Commercial Manager in achieving strategic objectives for the Recreation portfolio. Contribute to business planning, program growth initiatives and operational improvements. Identify opportunities to expand participation, enhance program quality and increase the impact of NICA Recreation programs.
8.	The Physical Trainer	Maintain a level of fitness, health and physical wellbeing that enables the safe and effective delivery of circus skills training. Remain physically capable of spotting, supporting and assisting students in the safe development of circus skills.

	KEY RESPONSIBILITY AREAS	
		Follow all NICA safety procedures and industry best practices and model safe training behaviours at all times.
9.	Key Relationships	Internal • Commercial Manager • Recreation Trainers • Head of Circus Studies • Operations and Administration Staff • Marketing and Community Engagement Staff External • Recreation students and families • Schools and education providers • Community organisations • Industry partners and professional networks

KEY SELECTION CRITERIA

Application letters and/or resumes must address the Qualifications and Knowledge/ Experience/ Attributes sections under the key selection criteria.

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential/ Preferable
1.	Current First Aid Certificate and Working with Children Check (or ability to obtain)	Essential
Experience / Knowledge / Attributes: Required by the incumbent to successfully perform the position's key responsibilities.		
2.	Extensive experience as a circus trainer, coach or educator.	Essential
3.	Demonstrated experience developing and delivering recreation or community-based training programs.	Essential
4.	Strong leadership, mentoring and trainer development skills.	Essential
5.	Excellent understanding of circus training methodologies and safety practices.	Essential
6.	Experience designing curriculum, lesson plans and learning resources.	Essential
7.	Strong organisational, communication and stakeholder engagement skills.	Essential
8.	Ability to identify student potential and support progression pathways.	Essential
9.	Experience in program development, evaluation and continuous improvement.	Desirable
10.	Experience building community partnerships and supporting program growth.	Desirable
11.	Knowledge of pathways into vocational and tertiary performing arts education.	Desirable
12.	Experience working within circus, performing arts, recreation or youth development environments.	Desirable

FURTHER INFORMATION: Please contact Emily O'Connor via email: people&culture@nica.com.au