



**National  
Institute of  
Circus Arts**

## **Position Description**

<b>Position Title:</b>	<b>Rigger &amp; Venue Supervisor</b>
<b>Reporting To:</b>	<b>Facilities &amp; Resources Manager</b>
<b>Time Fraction:</b>	<b>Full time</b>
<b>Salary range:</b>	<b>Production and Support Staff Level 7 (\$80,537.34 pa) Live Performance Award 2020</b>
<b>Date:</b>	<b>March 2026</b>

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## **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 a number of 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 Rigger & Venue Supervisor provides daily rigging support across NICA's training, rehearsal and performance environments, ensuring the safe installation, operation and maintenance of all aerial and circus-specific equipment.

The role supports NICA trainers and students by preparing apparatus, conducting inspections, maintaining equipment and assisting with emergency readiness.

It contributes to rigging documentation, equipment fabrication and venue preparation, and supports production rigging for shows and events under the direction of the Facilities & Resources Manager.

The position helps to maintain a safe, organised and compliant environment that enables high-quality training and performance outcomes.

**Participation on Committees:**

As required
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**Supervision Reporting Relationships:**

This position’s manager	Facilities & Resources Manager
Other positions reporting to this position	N/A

**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.

**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	
<b>Rigging, Inspection, &amp; Maintenance</b>	<ul style="list-style-type: none"> <li>• Operate rigging systems and related equipment for performances, training, and maintenance at heights.</li> <li>• Develop a thorough knowledge of all rigging equipment to operate and maintain mechanized and manual rigging equipment safely.</li> <li>• Conduct daily, weekly and periodic inspections of rigging and safety equipment.</li> <li>• Perform preventative and reactive maintenance on rigging systems and circus apparatus</li> <li>• Maintain accurate inspection, maintenance and equipment records.</li> <li>• Identify and report defects or hazards immediately to the Head Rigger.</li> <li>• Always maintain a safe working environment by complying with established OH&amp;S policies and procedures.</li> <li>• Participate in required safety and emergency rescue procedure training.</li> <li>• Participate in special projects, internal and external, including the construction and installation of rigging systems, both hanging and ground-based, that fall within the riggers expertise</li> <li>• Perform other job-related duties as assigned</li> </ul>
<b>Venue Safety &amp; Compliance</b>	<ul style="list-style-type: none"> <li>• Comply with NICA OHS policies, procedures and safety standards.</li> <li>• Assist with emergency response readiness, including aerial rescue training.</li> </ul>

KEY RESPONSIBILITY AREAS	
	<ul style="list-style-type: none"> <li>• Conduct toolbox talks, inductions and safety briefings as required.</li> <li>• Monitor training spaces for hazards and ensure safe work practices are followed.</li> <li>• Manage chemicals and associated risk assessments in safety database</li> <li>• Train and update aerial trainers in the safe operation of rigging systems including rescue</li> <li>• Ensure all staff, students and visitors working in the training spaces and production areas adhere to NICA's safe work practice, policy and procedures</li> <li>• Manage restricted access areas and perform inductions where required</li> <li>• Have an awareness of floor safety protocols and monitor daily activities in training and performance spaces.</li> </ul>
<b>Equipment &amp; Space Management</b>	<ul style="list-style-type: none"> <li>• Assist with fabrication, repair and procurement of equipment.</li> <li>• Support venue setup, housekeeping, safe storage of circus equipment and hazard reduction.</li> <li>• Assist the Production Manager with maintenance of production equipment.</li> <li>• Assist training staff to ensure the training and storage spaces are as tidy and hazard free as possible</li> <li>• Assist with preparation of training/teaching areas or other rooms, with required rigging and other equipment</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Carry out other duties that are reasonably required, and consistent with the responsibilities, skills, and classification of the position, as directed by the Facilities &amp; Resources Manager</li> </ul>
<b>Code of Conduct</b>	<ul style="list-style-type: none"> <li>• At all times you are expected to act in the best interests of NICA and to display a respectful and professional manner towards staff, students and other clients.</li> <li>• In this role it is expected that you will display the highest ethical and professional standards of service delivery and confidentiality towards NICA and its clients.</li> <li>• In this role you are expected to maintain the currency of your skills and remain suitably fit, able and qualified to competently perform the requirements of the role.</li> <li>• You must declare any conflicts of interest, protect and promote NICA's reputation, and at all times exercise due diligence over your work duties.</li> </ul>

### KEY SELECTION CRITERIA

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

<b>Qualifications:</b> Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.	
1.	High Risk Work Licences – Rigging

	<ul style="list-style-type: none"> <li>• Dogging</li> <li>• Basic Rigging</li> <li>• Intermediate Rigging</li> <li>• Advanced Rigging</li> </ul>	Essential Essential Preferred Preferred
2.	Working with Children Check	Essential
3.	Current first aid certificate	Essential
4.	Willingness to gain Working Safely at Heights competency ticket if required	Preferred
5.	Rope access certification (IRATA or equivalent)	Preferred
<b>Experience / Knowledge / Attributes:</b> Required by the incumbent to successfully perform the position's key responsibilities.		
1.	Experience operating and maintaining rigging systems in circus, aerial, or live performance environments.	
2.	Strong understanding of mechanical rigging principles, load calculations, working load limits and equipment ratings.	
3.	Ability to conduct systematic inspections, identify wear or defects, and maintain accurate compliance documentation.	
4.	Competent working at heights using fall-arrest systems, harnesses and rope-based access methods.	
5.	Practical skills in equipment repair, basic fabrication, tool use and mechanical troubleshooting.	
6.	Ability to interpret rigging plans, technical drawings and load specifications under supervision.	
8.	Effective communication skills for coordinating with trainers, students and production staff during technical operations.	
9.	Ability to follow procedures, take direction and work independently during routine rigging tasks.	
10.	Strong organisational habits, including maintaining tidy workspaces, equipment storage and safety zones.	
11.	A sound working knowledge of computers and standard software packages including Microsoft Office and Vectorworks	

For further information please contact Emily O'Connor via [people&culture@nica.com.au](mailto:people&culture@nica.com.au)