



### Position Description

<b>Position Title:</b>	<b>Head of Circus Studies</b>
<b>Reporting To:</b>	<b>NICA CEO</b>
<b>Time Fraction:</b>	<b>1 FTE</b>
<b>Salary:</b>	<b>\$110,000.00</b> <b>Academic Teacher Level B.3.</b> <b>Educational Services (Post-Secondary Education) 2020 Award</b>
<b>Date:</b>	<b>December 2024</b>

---

### GENERAL INFORMATION

National Institute of Circus Arts (NICA LTD) is a not-for-profit company, established to deliver world class accredited training for the contemporary circus and physical theatre industry, in partnership with Collarts (Australian College of the Arts) and 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 Federal Office for the Arts and is a member of the Australian Roundtable for Arts Training Excellence (Arts8). NICA also offers short courses, masterclasses, and corporate workshops. NICA has several alliances with national and international organisations and is supported by the State Government through Higher Education Skills Group (HESG) for the delivery of its vocational programs. NICA is a culturally diverse organisation, and we are proud of our commitment to equity, diversity and inclusion. We welcome and encourage applicants from diverse backgrounds to apply. We are committed to making the recruitment process fair and equitable for all our candidates.

### Position Purpose:

The position of Head of Circus Studies is responsible for:

- Teaching high level circus skills in the Bachelor of Circus Arts.
- Leading a team of education professionals to plan, deliver, assess, evaluate and ensure compliance of high-quality education and training programs in Circus Arts
- Establish and maintain national and international partnerships with industry and other circus training providers
- Engage with highly successful international and national guest circus artists and/or trainers
- Implementing industry best practice and applying current learning technologies and contemporary learning pedagogies

**Participation on Committees:**

The Head of Circus Studies will be part of (and expected to contribute to) the Executive Team, the Heads of Offerings Group, OHS Committee, Medical, Trainers, Coordinators and Academic Meetings. Attendance and active participation on other relevant committees is expected as they arise.

**Supervision Reporting Relationships:**

Manager	This position reports to the NICA CEO
Managerial Responsibilities	NICA Ed Coordinators, Circus Trainers and Alumni & Industry Engagement Coordinators will report to the Head of Circus Studies

**Location:**

The National Institute of Circus Arts is located in Prahran, but the incumbent is occasionally asked to undertake duties at any location. Thus, the incumbent must be willing to travel and work at a range of locations in their capacity as an advocate for the organisation.

**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. EDUCATIONAL LEADERSHIP	<p>Contribute to the achievement of NICA's funding objectives by providing a high level of circus teaching relevant to contemporary circus and physical theatre performers.</p> <p>Liaise with the production team and offer relevant advice to Circus studies and assessment requirements.</p> <p>Recruit leading and internationally renowned circus educators.</p> <p>Lead the circus training team to support the endeavours of the performance team to train world class circus performers.</p> <p>Provide educational leadership and guidance in the facilitation of teaching and learning</p> <p>Provide team leadership to all ongoing and part time staff across the core program.</p> <p>Provide educational support to circus staff from non-teaching backgrounds, by coaching and mentoring staff.</p> <p>Provide educational leadership to the implementation of non-core programs, short courses, master classes, industry training and the Indigenous Australia programs conducted by NICA as required.</p> <p>Support student welfare initiatives and procedures.</p> <p>Contribute to the long-term planning of productions and other activities.</p> <p>Conduct weekly trainers' meetings to ensure communications on strategy, policy, assessment and other functions are met in a timely fashion</p> <p>Contribute to effective implementation of assessment, grievance and disciplinary procedures.</p> <p>Implement course evaluations and improvement strategies.</p> <p>Lead the auditions process including annual review for continuous improvement</p>

KEY RESPONSIBILITY AREAS	
2. Engagement	<p>Maintain effective industry contacts to enhance the development and delivery of educational activities, market competitiveness and reputation</p> <p>Connect and collaborate with other circus training organisations including members of FEDEC.</p> <p>Identify NICA graduates' engagement and potential graduate production for national and international competitions and festivals</p> <p>Create and maintain industry relationships for the purpose of enhancing graduate employment opportunities.</p> <p>Liaise with teaching areas of other Universities, TAFE's, other arts and performing arts organisations, schools and communities in relation to achieving NICA's goals.</p> <p>Contribute to the drive and development of the strategic plan, particularly to develop a long-term strategic plan</p> <p>Actively contribute to the NICA Executive, OHS Committee and Heads of Offerings Group.</p> <p>Promote NICA's programs and services to student, community and industry</p> <p>Collaborate with all NICA offerings to develop and implement meaningful engagement opportunities with Alumni and Industry</p> <p>Enhance the existing alumni training program and access opportunities</p>

#### KEY SELECTION CRITERIA

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

Qualifications:		Essential/ Preferable
1.	A relevant graduate qualification (post-grad preferable) and/or national/international years of circus experience	Essential
2.	A recognised Diploma of Education or teacher training qualification	Essential
3.	A current Working with Children Card	Essential
4.	Evidence of a valid visa confirming you have been granted the right to work in Australia	Essential
<b>Experience / Knowledge / Attributes:</b> Required by the incumbent to successfully perform the position's key responsibilities.		
1.	Significant national/international experience in circus and circus teaching including experience with international festival competition successful results for students.	
2.	Demonstrated successful experience co-ordinating circus teaching, educational activities and leading a teaching team, preferably within a Higher Education/vocational education organisation.	
3.	Demonstrated creativity, passion and enthusiasm for circus teaching and professional performance standards to lead NICA forward to the next generation of Australian Circus	
4.	Excellent written, interpersonal and verbal communication skills and computer skills.	

5.	A demonstrated ability to self-motivate and self-manage and be highly organised including the ability to problem solve complex situations
6.	Excellent liaison skills and the ability to work with a range of internal and external stakeholders and demonstrated wide network in the circus industry
7.	Genuine desire to facilitate a safe, positive and effective learning experience for NICA students.
8.	Demonstrated management and leadership skills, and ability to create, safe, inclusive working relationships with direct reports and other staff across the organisation.

**Further Information:** please contact Emily O'Connor via email [people&culture@nica.com.au](mailto:people&culture@nica.com.au)