



Position Description

Position Title:	NICA Rec Supervisor
Reporting To:	Operations Manager - Commercial
Time Fraction:	Casual (Engagement times: Monday-Thursday evenings and Saturdays)
Pay rate:	Level 6 (\$36 per hour) Live Performance Award 2020
Date:	January 2024

GENERAL INFORMATION

The National Institute of Circus Arts (NICA LTD) is a not for profit company, owned by Swinburne University of Technology 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's Bachelor of Circus Arts is funded by the Australian Government through the Department of Communications and 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 a number of alliances with national and international organisations. NICA's Certificate IV is supported by the State Government through Higher Education Skills Group (HESG) for the delivery of its vocational programs.

Position Purpose:

The position of NICA Rec Supervisor is primarily responsible for:

- The provision of high-quality customer service to the clients, staff and stakeholders of NICA throughout evening operations and school holiday periods.
- A proven ability to utilise a range of problem solving and decision-making skills to ensure that programs are delivered at the highest safety standards to customers and staff.
- Proven ability to operate effectively as a member of a small team demonstrating excellent organisational and attention to detail skills.
- Working with the NICA team in relation to duties associated with special NICA events, productions, functions, auditions, workshops and projects.
- At all times act in the best interests of NICA and to display a respectful and professional manner towards staff, students and other clients.

Participation on Committees:

The NICA Rec Supervisor may be required to attend meetings with the NICA Rec operational team and the NICA Rec Trainers

Supervision Reporting Relationships:

Manager	This position reports to the Operations Manager - Commercial
Supervisory Responsibilities	Nil

Location:

The National Institute of Circus Arts is located on the Prahran campus of Swinburne University, 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.
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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.	NICA Rec Classes and Private Tuition	<ul style="list-style-type: none"> Oversee the use of equipment, ensuring it is used safely and adequately maintained; Liaise with the Operations Manager - Commercial regarding equipment requirements; Attend meetings with the Operations Manager - Commercial and other NICA staff as required; Oversee the provision of any required First Aid if permitted and liaise with medical professionals and parents/emergency contact people for injured students after an accident or injury. Ensure the completion of all required paperwork after an incident or injury. Assist the Operations Manager - Commercial by distributing paperwork to and from students as requested. Liaise with the Operations Manager - Commercial regarding replacement trainers where necessary. Attend training sessions and reviews as required. Maintaining and enforcing COVID protocols and cleaning as required.
2.	Workshops, Birthday Parties, Community Programs, Open Training Program	<ul style="list-style-type: none"> Oversee the use of equipment, ensuring it is used safely and adequately maintained; Liaise with the Operations Manager - Commercial and rigging/production staff regarding equipment requirements; Attend meetings with the Operations Manager - Commercial and other NICA staff as required; Oversee the provision of any required First Aid if permitted and liaise with medical professionals and parents/emergency contact people for injured participants after an accident or injury. Ensure the completion of all required paperwork after an incident or injury. Assist the Operations Manager - Commercial by distributing paperwork to and from participants as requested. Liaise with the Operations Manager - Commercial regarding replacement trainers where necessary. Set up and pack up circus and other equipment as required, ensuring the safety of other trainers and students at all times. Maintaining and enforcing COVID protocols and cleaning as required.

KEY RESPONSIBILITY AREAS		
3.	Code of Conduct	<p>In addition to the specific duties outlined in this letter, you are required to adhere to all clauses of NICA's Code of Conduct, including the following:</p> <ul style="list-style-type: none"> • 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. • 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. • 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. • You must declare any conflicts of interest, protect and promote NICA's reputation, and at all times exercise due diligence over your work duties.

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.	Rigger certification or an equivalent combination of relevant knowledge, experience and/or training required by the incumbent to successfully perform the position's key responsibilities	Essential
Experience / Knowledge / Attributes: Required by the incumbent to successfully perform the position's key responsibilities.		
1.	Must be able to demonstrate an exemplary record of safety in a similar position such as supervisor, stage manager or venue manager (provide recent referees)	Essential
2.	Ability to carry out regular physical and visual safety checks as part of a daily safety routine and paying attention to any potential risks or equipment decline	Essential
3.	Excellent written and verbal communications skills. Good presentation and professional manner	Essential
4.	Ability to work co-operatively and professionally as part of a team with administrative, teaching and training staff. Ability to work without close supervision	Essential
5.	Strong skills in computer-based record systems, use of the internet and email together with a sound knowledge of Microsoft applications (Word and Excel). Excellent attention to detail and accuracy - in particular to data entry and the maintenance of effective record keeping and filing systems	Essential
6.	Sound time management skills, excellent organisational skills including a demonstrated ability to manage multiple priorities	Essential
7.	A proven ability to utilise a range of problem solving and decision-making skills to ensure that tasks are effectively and professionally completed to ensure quality customer service	Essential
8.	Experience working at NICA or in a similar circus or circus education environment.	Preferable
9.	Genuine desire to facilitate a positive and effective learning experience for NICA Rec participants.	Essential
10.	Interest and knowledge of the Australian contemporary circus and physical theatre and performing arts environment. Experience in working with physical performance and contemporary circus will be highly regarded.	Preferable

Further Information: please contact Paula Mckaskill via email pmckaskill@swin.edu.au

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www.nica.com.au