

PO Box 3638  
Weston Creek  
ACT 2611  
(02) 6260 3626



## Warehouse Circus is hiring!!

We are seeking a self-motivated, detail-orientated scheduler to join our growing team! This new role will support our existing administrative operations and provide a new level of integration across different areas of our operations.

Warehouse Circus is a not-for-profit community circus school which has diversified in several directions in recent years including the launching of a professional Agency for Circus artists, the running of retail circus shop, the piloting of a Production House for new works in Canberra, the running of the Canberra Circus Festival and most recently, the purchase of Registered Training Organisation (RTO) – Hand to Hand Academy, which operates as a subsidiary of Warehouse Circus with campuses in Canberra and Brisbane.

These initiatives have combined under the banner of the Canberra Performing Arts Warehouse (CPAW) – a new umbrella we are hoping can expand into bigger and better facilities and offerings into the future.

The advertised role will be integral to coordination of scheduling and resources across these various areas. You will be joining a team of highly-skilled creatives and supporting the upskilling of the next generation of artists and arts workers. You will be networking with stakeholders in the Circus and Theatre sectors and becoming part of a workplace which is truly inspiring in its social and creative impact.

**Job Title:** Operations Coordinator

**Hours:** Full time (or Part Time by negotiation)

**Salary:** \$65,000 p.a. plus Super. With opportunity for salary packaging.

**Applications Close:** 10am Monday the 15<sup>th</sup> of December, 2025

**Position Commences:** January, 2026

**To Apply:** Please send your cover letter and CV to  
[executive\\_director@warehousecircus.org.au](mailto:executive_director@warehousecircus.org.au)

### Job Purpose:

It is the Operations Coordinator's responsibility to support day-to-day business operations and forward planning for activities by coordinating and aligning logistics across different areas of operation. This includes managing calendars and appointments, handling venue bookings, staffing and contractor engagement, class scheduling and enrolments, resolving issues arising and supporting the leadership team and project managers across all areas of the organisation with scheduling, logistics and cross-organisation forward planning.

Our supporters



**Essential Skills:**

- Ability to manage multiple tasks, coordinate complex activities, and maintain order in busy environments.
- Strong verbal and written communication skills to collaborate effectively with various internal and external stakeholders.
- Familiarity with relevant software, such as Microsoft Office Suite, and other systems used by the organisation.
- Keen attention to detail and ability to manage diverse and complex systems and schedules with many moving parts
- In addition to the above, any experience in the VET sector and with Learning Management Systems will be highly regarded.

**Location:**

Warehouse Circus Office, Chifley Health and Wellbeing Hub, 4/70 MacLaurin Crescent, Chifley ACT

**Areas of Operation:**

Supporting logistical planning and delivery across all areas of Warehouse Circus, including:

Warehouse Circus (circus school)

Hand to Hand Academy (accredited training delivery)

Warehouse Entertainment (booking agency)

CircusWares (circus shop)

Circoscope (professional production house)

Other areas outlined in the Warehouse Circus Strategic Plan.

**Reports to:**

Operations and Events Manager

**Direct Reports:**

None

**Shadowing Roles:**

In the event that the Operations Coordinator is absent from work it is their responsibility to ensure there is cover for any rostered hours by another office or programs administrator in consultation with the Operations Manager.

**Key Responsibilities and Accountabilities****1. LEADERSHIP**

The Operations Coordinator will:

- Display leadership qualities with an obvious commitment to community engagement, social circus values and artistic excellence
- Actively communicate across project leads and stakeholders and find opportunities to maximise efficiency of resourcing.
- Ensure all operational deadlines assigned to you are met
- Provide updates and reports to the Operational Leadership Team

- Observe and analyse operational processes to identify inefficiencies, suggest improvements, and implement new systems and policies to ensure compliance and efficiency.

## **2. SCHEDULING AND LOGISTICS COORDINATION**

The Operations Coordinator will:

- Develop and manage the organisational calendar and coordinate scheduling across different areas of operation
- Make bookings for meetings, events, resources and personnel, aligning different areas of operation to maximise efficiency of delivery and appropriate resourcing for all areas
- Identify and resolve problems and roadblocks in operational and production processes, including complex or escalated issues.

## **3. ADMINISTRATIVE SUPPORT**

The Operations Coordinator will undertake administrative tasks for core, school holiday programs and other Warehouse Circus programs and events including but not limited to:

- Facilitating the membership process and procedures including enquiries, enrolments, invoicing, parent liaison and other administrative matters
- Ensuring timely responses are given for programs enquiries through various channels including phone, email and website communication.
- Being a primary point of contact for training staff and members regarding management of participant information and enrolment details (ie. facilitating participants moving between classes, changes to medical or personal information, changes to class times etc.)
- Working with the Operational Leadership Team on programs timelines to ensure invoices are issued and enrolments are processed in an efficient manner.
- Assisting in the updating and reviewing of Warehouse Circus Inc.'s policies and procedures with regard to general operations as required.

## **3. OFFICE ADMINISTRATION**

The Programs Administrator will:

- Coordinate schedules across different areas of operation including programs, marketing, events, projects and other activities
- Ensure all day-to-day office operational tasks are completed in a timely manner.
- Be a primary first point of contact for new enquiries and re-directing such enquiries to the relevant staff member.
- Help to maintain IT, office systems, stationary and cleaning requirements of the office.
- Assist with the logistical requirements of the artistic program including assisting with re-staffing classes where required.

## **5. OTHER**

The Programs Administrator will perform other tasks as directed by the Operational Leadership Team in support of the Warehouse Circus Business Plan.