

Circa Associate Producer

Are you a keen project planner? Do you have an eye for the details that make a big difference? Can you bring strategies to life through logistics and planning?

As Circa's Associate Producer you will contribute to enabling Circa's ambitious global touring and performance program by planning, organising and realising its operational and logistical delivery. Reporting to the Senior Producer and working collegially within the Delivery Team, this is a perfect role for a team player with superior attention to detail.

Position description

To ensure the successful delivery of Circa's tours and projects you will work across a number of areas including;

Project Planning

- Analyse upcoming projects for logistical and operational viability
- Scenario map options and identify issues
- Creative problem solve key issues
- Research options

Operations and Logistical Delivery

- Book flights, freight and accommodation
- Undertake research to identify best options
- Update records including freight database and tour schedules

Communications

- Liaise with venues and festivals
- Produce, maintain and file written records
- Communicate with internal teams

General Administration

- Create, update and finalise schedules and budgets
- Undertake general administration
- Prepare physical items for tour including props and costumes

Details

- Employment Basis: Full time
- The role is based in Brisbane, Australia
- Circa encourages flexible work practices
- Occasional work on weekends and outside hours will be necessary
- Circa is an equal opportunity employer and welcomes all suitable candidates

To Apply

Please send the following to recruit@circa.org.au by midnight Monday 18 February 2019 AEST.

- CV
- A short summary (maximum 2 pages) detailing why you are the right person for the job
- Application task - 1 person is travelling from Brisbane to Darwin on Monday 16th April and returning on Friday 20th April. Your task is to research options for travel including costs and preferred times and present in an excel spreadsheet with your recommended options.

Please direct any enquiries in the first instance to Danielle Kellie, Senior Producer, Circa at dan@circa.org.au

About Circa

Circa Contemporary Circus is one of the world's leading performance companies. Since 2004, from its base in Brisbane, Australia, Circa has toured the world - performing in 40 countries to over a million people. Circa's works have been greeted with standing ovations, rave reviews and sold-out houses across six continents.

Circa is at the forefront of the new wave of contemporary Australian circus - pioneering how extreme physicality can create powerful and moving performances. It continues to push the boundaries of the art form, blurring the lines between movement, dance, theatre and circus, and is leading the way with a diverse range of thrilling creations that "redraw the limits to which circus can aspire" (The Age).

Under the direction of circus visionary Yaron Lifschitz, Circa features an ensemble of exceptional, multi-skilled circus artists who have been a regular fixture at leading festivals and venues in New York, London, Berlin and Montreal with seasons at Brooklyn Academy of Music, The Barbican Centre, Les Nuits de Fourvière, Chamäleon Theatre as well as major Australian Festivals.

Circa is committed to fostering the next generation of circus artists and runs a Training Centre from its studio in Brisbane. Circa also runs regular circus programs with communities throughout Queensland and around Australia.

As a champion of live performance, Circa manages arTour and was the Creative Lead for the Gold Coast 2018 Commonwealth Games arts and cultural program.