

VULCANA

Artistic Director & Chief Executive Officer

Applicant Information Pack

Join the home of the Strong, Brave and Daring

Vulcana is looking for a highly motivated, dynamic and visionary CEO/Artistic Director to support the growth of our not-for-profit organisation and lead Vulcana through the next exciting chapter of our 30-year history. This is a rare opportunity to lead the artistic vision, and creative entrepreneurial and strategic development, ensuring the organization achieves its artistic and financial objectives. Vulcana staff members work collaboratively across all projects and this role is specifically supported by Vulcana's Creative Producer one day per week.

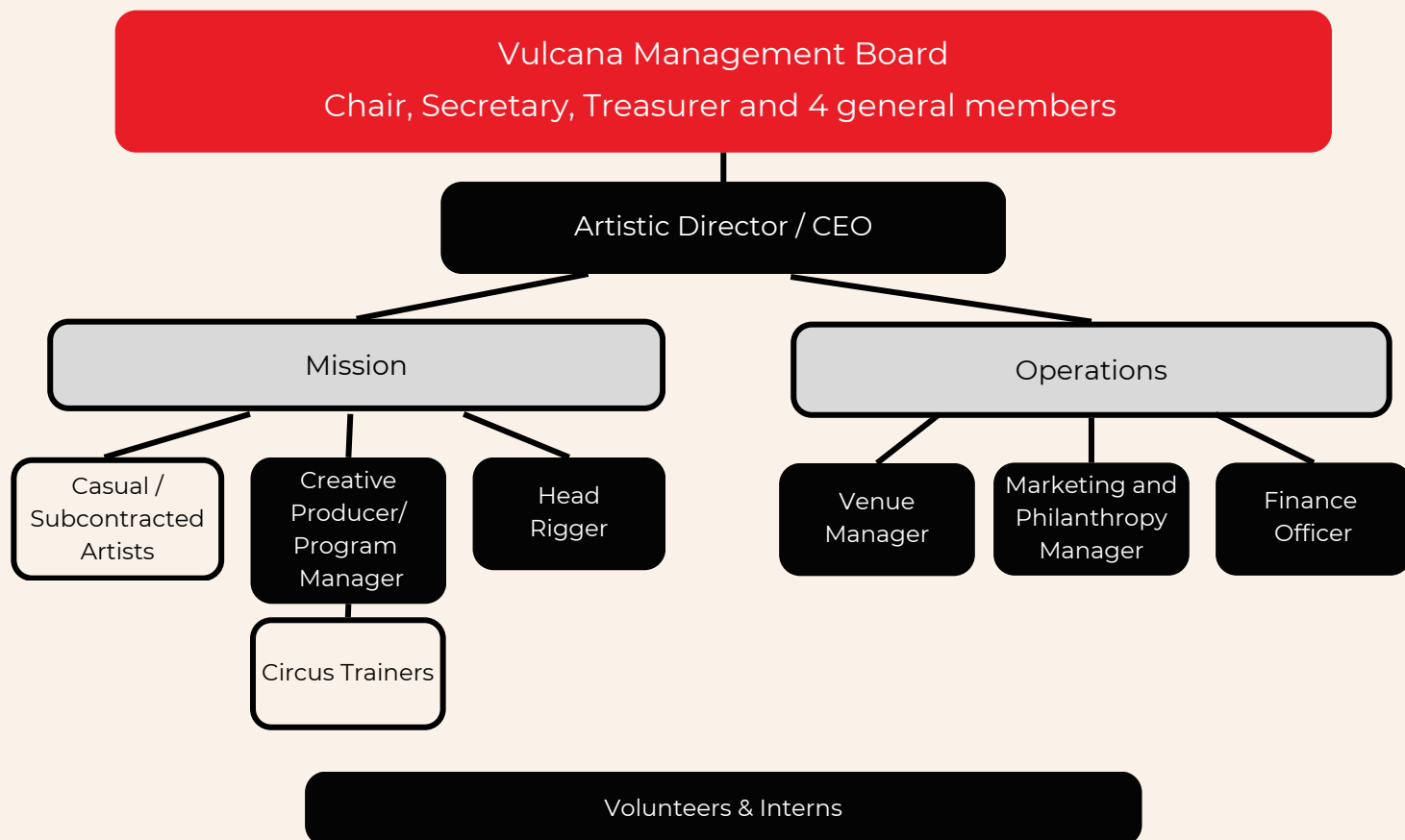
About Vulcana

Vulcana Circus is a community arts organization, providing creative spaces for women, trans and non-binary people, diverse communities, and young people of all gender expressions. Central to our work is diversity and the feminist principles of equity and inclusion-the starting points for engagement with students, participants, communities and artists. Vulcana creates circus and movement-based performance works that reflects local realities and expertise and provides performance-making experiences to a broad range of participants and audiences.

Vulcana creates pathways for all participants, students, new and emerging artists to nurture creativity through performance projects, workshops, incubators, mentorships, presentation opportunities and residencies.



Organisational Structure



Position Description

Position Title: Artistic Director and Chief Executive Officer

Purpose of Position: The Artistic Director/CEO is responsible for creating the artistic direction based on the strategic plan and vision developed with the Board of Vulcana and in collaboration with the Vulcana staff. The CEO/ Artistic Director is responsible for initiating and producing an annual artistic program of activities such as performances, workshops, and artist development that reflect the purpose of Vulcana.

Position Type	Ongoing, part time, 30.4 hours per week
Salary & Conditions	\$80,000 full time equivalent, (paid pro rata based on hours worked) plus superannuation. Four weeks annual leave (pro-rata). Personal/ carer's leave and long service leave accruing, with access to compassionate leave, parental leave and community service leave.
Location	Vulcana Arts Hub, Morningside, QLD. Some hours can be completed remotely.
Contract	1 year with option to renew

Key Duties and Responsibilities

Artistic Program

- Produce and update an artistic plan in line with Vulcana strategic plan, in collaboration with core Vulcana staff that reflects the objectives of the organization;
- Coordinate the implementation of that plan in consultation with the core Vulcana staff;
- Develop annual artistic program including ideas for workshops, exchanges, performance projects, and artist development;
- Provide opportunities for new, independent and emerging artists and practitioners;
- Take artistic leadership and producing role in artistic program project;
- Liaise with partners, communities, creative and arts organizations to build opportunities for collaboration in line with artistic plan;
- Vulcana values elevating the stories of intersectionality, thus the CEO/Artistic Director will be tasked with privileging women, trans, non-binary people, and diversity of age, abilities and cultural representations in all artistic decisions;
- Develop and maintain partnerships with research organisations to assist the documentation and measurement of program outcomes.

Management

- Work with Vulcana core staff to ensure that a collaborative, and flexible approach is taken in all aspects of day-to-day operations;
- Employ artistic, technical and production staff for projects and ensure they are well supported within their roles and are clear about their responsibilities and accountabilities;
- Support collaboration as a foundational approach to project building and delivery

Finance

- Implement the artistic vision within a budget produced for, and approved by, the Board;
- Contribute to the development and management of the annual operating budget, including specific project/program budgets for Board approval, in collaboration with Finance Officer;
- Find and apply for program/ project grants for program;
- Maintain oversight of KPIs and deliverables for organizational funders;
- Lead applications for organizational funding;
- Develop and maintain relationships with funding bodies, foundations, philanthropists, sponsors, donors in collaboration with Marketing and Philanthropy Manager

Key Duties and Responsibilities Cont.

Community Liaison and Reputation

- Liaise with individuals, groups, community organizations and community arts organizations to create opportunities for community-based artistic activity;
- Participate in arts sector events and forums and be the key artistic representative of Vulcana;
- Undertaking media interviews and briefings;
- Ensure that the Vulcana community, the circus sector and the partner communities are informed and consulted as appropriate, through marketing and promotion of the Vulcana Arts Hub, and the organisation's activities and performances

Reporting

- Report to the Board regularly on decisions regarding the artistic functioning of Vulcana and provide progress reports on projects, planning and programming;
- Contribute to the development of reporting tools, including Culture Counts platform, to accompany grant acquittals and other proposals and reports required for funding purposes

Competencies and Experience

Essential

- Professional experience as a performing arts producer and/or Artistic Director or CEO of a performing arts organisation/ or equivalent.
- Demonstrated capability to formulate, articulate and implement a creative vision and translate it into reality through leadership, judgement, and flexibility.
- Knowledge of and networks within the Queensland and/or Australian performing arts and/or circus sectors.
- Strong communication and relationship management skills with experience working collaboratively with boards, communities, artists ,participants, funding bodies and partners.
- Excellent writing skills and the ability to prepare correspondence, marketing materials, grant submissions and acquittals, and board reports.
- Demonstrated ability to lead, mentor and collaborate with a small team, building working relationships based on trust and integrity.
- Proven ability to adapt and be flexible in a dynamic and constantly changing environment.
- Ability to plan, produce, manage, and deliver complex projects with multiple stakeholders.
- Track record in securing and acquitting government and other grants.
- Passion and curiosity for, and/or experience with, community arts

Competencies and Experience Cont.

Desirable

- Experience in leading or co-leading an organisation
- Experience in arts and cultural advocacy
- Knowledge of circus sector
- Knowledge of community arts and processes.

We can offer

- The opportunity to support an organisation that respects diversity and embodies the feminist principles of equity and inclusion.
- The opportunity to work with a strong community of students, new, emerging and experienced artists, teachers, arts workers, co-workers and alumni and existing partners
- Flexible employment conditions, such as remote work and flexible hours, as long as Vulcana schedules can be met. Occasional evening and weekend work may be required to represent the organisation at key program and other events

How to apply

To express your interest in this position, please submit your CV including two referees, and cover letter addressing criteria (no more than three A4 pages) to development@vulcana.org.au by 12pm Sunday 27 April 2025.

We strongly recommend potential candidates review the Vulcana Strategic Plan which is available [here](#).

This role is scheduled to start late May/June 2025. Start date is negotiable, with first on boarding with the current Artistic Director.

If you have any questions regarding this position, please contact Celia White at circus@vulcana.org.au

