

JOB TITLE:	Audience Development Coordinator – Regional Engagement
JOB TYPE:	Part-time 0.6 FTE (45.6 hours per fortnight) Fixed Term Contract until 31 December 2028
LOCATION:	85-87 Lindsay St Perth WA 6000 or remote
REPORTS TO:	Manager, Research and Audience Development
DIRECT REPORTS:	Nil
SALARY	\$69,000 - \$74,000 per annum (pro rata), plus Superannuation

ABOUT CIRCUITWEST

Vision: A State Connected, Enriched and Alive with Performing Arts.

Purpose: We develop and connect the performing arts so diverse WA communities can share quality arts experiences.

Values: Trustworthy | Dynamic | Innovative | Inclusive | Empowering

The Organisation

CircuitWest is the service organisation for the performing arts sector in Western Australia. As a facilitator of high-quality performing arts experiences and a catalyst for sharing them with WA communities, CircuitWest plays a unique, and often bespoke, service and support role in the Western Australian creative industries, supporting the vibrancy of WA for all.

A membership, not-for profit organisation, we represent presenters, producers and artists and provide state-wide services to presenters, producers and artists, as well as support agencies such as Local and State Governments.

We also nurture partnerships across the ecosystem and work in many ways including: touring performing arts across WA; running WA Showcase, the main arts market in WA; advocacy for the sector in areas like funding and providing a voice for performing arts; professional development for presenters and communities staging performing arts; marketing and audience development research projects; running Techwest, the theatre technician's forum in WA; support, advice and services for artists, producers and service organisations; and finding new pathways and new approaches to performing arts.

ABOUT THE ROLE

The Audience Development Coordinator will play a key role in delivering a multi-year Audience Development Strategy (2026-2028), funded by Creative Australia, focused on growing audiences for First Nations performing arts across WA. Aboriginal and/or Torres Strait Islander candidates are strongly encouraged to apply.

Based at CircuitWest, this role provides targeted support to four regional partner venues (Arts Maragret River, Bunbury Regional Entertainment Centre (BREC), Harvey Recreation and Cultural Centre and Matt Dann Theatre & Cinema), offering advice on audience development opportunities, stakeholder engagement, and community engagement activities.

The position also works closely with a complementary Audience Development Coordinator role focused on evaluation of the Audience Development Strategy (2026-2028) and sector development, supporting a coordinated and holistic approach to audience growth and sector impact.

RESPONSIBILITIES

- Act as the primary point of contact for four regional partner venues (Arts Maragret River, Bunbury Regional Entertainment Centre (BREC), Harvey Recreation and Cultural Centre and Matt Dann Theatre & Cinema).
- Build and maintain strong relationships with the regional partner venues and their local First Nations communities, providing guidance on culturally appropriate, locally relevant audience development and community engagement initiatives.

- Provide advice to the regional partner venues in engaging their local stakeholders, community groups, and schools.
- Provide guidance to support regional partner venues in the development and delivery of their annual audience development plans and advise on appropriate communication channels.
- Share insights, challenges, and learnings to inform evaluation, reporting, and resource development.
- Contribute to the annual progress reports aligned with the Audience Development Strategy outcomes.
- Work closely with the complementary Audience Development Coordinator role.
- Contribute to the design and delivery of WA Showcase and the TechWest Conference as required.
- Undertake occasional travel within regional WA and nationally.
- Undertake work associated with being a small but busy, not-for profit arts organisation, delivering numerous high impact events, services and projects.

SELECTION CRITERIA

- Aboriginal and/or Torres Strait Islander candidates are strongly encouraged to apply.
- Demonstrated experience working alongside and positively engaging with First Nations communities including Elders and other cultural advisors.
- Experience or interest in marketing, audience development and/or cultural development.
- Strong verbal and written communication skills.
- Ability to manage priorities and travel within a part-time role.
- Confidence using digital communication platforms.
- A team player who wants to contribute to CircuitWest's success.

Desirable

- Knowledge of the WA performing arts sector.
- Understanding of working and living in regional WA.

Other requirements:

- WA Police Clearance
- Working with Children Check
- WA Driver's License (unrestricted)