

JOB TITLE: Tour Coordinator
JOB TYPE: Part Time 0.6FTE (22.5 hours/per week), Fixed Term Contract commencing Monday 20 Oct 2025 – 30 June 2026
Possibility this position will continue beyond 30 June 2026 subject to funding
LOCATION: 85 – 87 Lindsay Street, Perth WA 6000, some travel may be required
REPORTS TO: Manager, Touring and Community Engagement
DIRECT REPORTS: Nil
SALARY BAND: \$69,000 - \$74,000 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 nearly 100 artists, producers and presenters and provide state-wide services to artists and producers, venues, and presenters, 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 Tour Coordinator is responsible for providing operational delivery of the organisation's touring program and support of the delivery of community engagement programs of CircuitWest members and stakeholders. You will be part of a small team alongside contractors and service providers, as you contribute to the design, resourcing and delivery of high impact programs addressing identified sector need in line with our Vision, Purpose, Values and Strategic Plan as it relates to the development of touring and community engagement in the performing arts in Western Australia.

The role exists in the context of the CircuitWest Five Year Touring Strategy 2017 – 2023, Beyond the One Night Stand, and works in collaboration with the research and audience development programs of the organisation.

RESPONSIBILITIES

- Support the development of funding applications and partnership agreements along with the related reporting and acquittals.
- Coordinate the delivery of opportunities for exchange, networking and professional development of and between the individuals and organisations that make up the sector, for the benefit of the touring sector.
- Provide or coordinate opportunities for mentoring, advice and planning assistance for the individuals and organisations who make up the membership and sector.
- Coordinate timely evaluations of projects to inform future programs and strategies.
- Coordinate professional development programs, tours, and touring and community engagement projects as part of the delivery of CircuitWest Touring Program as outlined in the current Strategic Plan.
- Contribute to the operational support of the redevelopment of the CircuitWest Touring Strategy when required.
- Contribute to the design and delivery of WA Showcase and the TechWest Conference annually as required.
- Contribute to identifying branding and marketing opportunities for the organisation.
- Contribute to building the organisation's profile as a leader within the performing arts community and more broadly ensure CircuitWest's public communications and individual representation align with its Vision, values and program priorities.
- Undertake work associated with being a small but busy, not-for profit arts organisation, delivering numerous high impact events, services and projects.

KEY SELECTION CRITERIA

Essential Criteria

- Minimum two years' experience working with or in the performing arts or cultural sectors
- Proven ability to manage projects and problem solve
- Excellent interpersonal skills
- Demonstrated ability in writing and editing
- Computer efficiency – MS Office
- A team player who wants to contribute to CircuitWest's success

Desirable Criteria

- Experience in tour coordination and delivery or community engagement as a producer, performer or other relevant role
- Experience in grant writing and acquitting
- Demonstrated ability to contribute to strategic development discussions
- An arts management degree or equivalent in industry experience

Other Requirements

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