



POST: RECORDING STUDIO OPERATIONS MANAGER (FIXED CONTRACT)

REFERENCE: NCACC/01/2023

SALARY: MARKET RELATED

LOCATION: KIMBERLEY

CLOSING DATE: 11 SEPTEMBER 2023 AT 17:00 PM

REQUIREMENTS:

Grade 12 or equivalent qualification. Three years (3) of related experience, minimum of two (2) years music industry experience. Bachelor's degree in a related field will be an added advantage.

RESPONSIBILITIES:

Book spaces needed by clients. Ensure that the equipment is in working order before and after use. Liaise with engineers that may be needed for clients' projects. Create attractive and effective marketing campaigns for the studio. Prepare invoices for clients. Book equipment maintenance services as needed. Excellent time management and organization skills. Great interpersonal skills. Proficiency with the studio equipment. Excellent knowledge of industry-related software.

PREFERENCES:

Youth, women and people with disability will receive preference and priority for this job vacancy. In addition, they may be eligible to receive waivers for postsecondary educational requirements.

APPLICATIONS:

Applicants can apply manually using new Z83 form accompanied by a detailed CV. Certified copies of qualifications and other supporting documents will be required from shortlisted candidates. Applications to be submitted at Mayibuye centre, corner Hulana and Tshaka Street, Galeshewe, Kimberley, 8300. Or email to info.ncacc1@gmail.com

Correspondence will only be entered into with short-listed candidates. Applications received after the closing date will not be considered.