



POST: THEATRE PRODUCTION MANAGER (FIXED TERM CONTRACT)

REFERENCE: NCACC/01/2024

SALARY: MARKET RELATED

LOCATION: KIMBERLEY

CLOSING DATE: 29 JULY 2024 AT 17:00 PM

REQUIREMENTS:

Grade 12 or equivalent qualification. Three years (3) of related experience, minimum of two years' work experience at the Northern Cape Theatre. Bachelor's degree in Theatre or Performing Arts will be an added advantage. Proven production management experience at a producing/receiving theatre or for a touring company. Extensive budget management experience and negotiating skills. Excellent management skills and proven ability to lead and motivate a team. Exceptional communication, organization, execution, and problem-solving skills. Ability to apply creative thinking and develop innovative ideas to find outside the box solutions. Resilient, self-motivated individual with proven ability to direct multiple projects including short-term and long-term projects. You must be prepared to work long and unsociable hours including evenings, weekends and holidays.

RESPONSIBILITIES:

Holding production meetings to make decisions and allocate responsibilities; Creating a production schedule; Maintaining organization of stage and backstage areas; Budgeting and keeping track of expenses; Purchasing and maintaining equipment; Ensuring safety on set; Booking of the venue and scheduling show times; Scheduling rehearsals and performances; Securing the rights to the play or musical. Exercise oversight of all technical aspects of the production process. Coordinate the work of Design and Production personnel to ensure that shows and events produced by the theatre meet or exceed the standards of quality upheld by the Northern Cape Theatre. Maintain health and safety standard and practice of the Northern Cape Theatre.

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 outlined in this job vacancy.

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.

