



The Joburg City Theatres (JCT) is an entity of the City of Johannesburg that stimulates and operates Joburg Theatre (Braamfontein), Roodepoort Theatre and Soweto Theatres.

PERMANENT POSITION

Department : Client Services/ Programming

Branch: Joburg Theatre

Designation: Assistant Producer (Ref No: ASSP/10/2021)

Salary Range: R22,215.54 - R27,864.81 (Basic salary excluding benefits)

Key responsibilities will include, but not be limited

Assist the Producer with planning / scheduling and maintenance of the theatre calendar Draft contracts / agreements for the Producer • Gather information from artists and visiting companies, including technical and marketing information • Develop contact sheets for productions and projects • Organise travel, accommodation and hospitality as required • Coordinate and administer international travel permits, including VISA's Assist with the planning and delivery of special events • Support the Producer with general administrative tasks as required • Assist the Producer and Artistic Director with administration of proposals, quotations and contracts • Assist rehearsals, performances and special events as assigned • Maintain the annual Production Calendar and Production expenses to be paid weekly during productions • Assist with the creation, distribution, and management of artist, music licensing, and production-related contracts • Draft and regularly update rehearsal schedules and timelines for performances and events, ensuring information from contracts is entered into timelines as appropriate • Communicate accurate information about productions to all staff so they can effectively manage their responsibilities • Take minutes for various meetings • Assist with other JCT events to include keeping timelines, managing contracts, collecting and distributing forms, and related processes • Research potential venues and Festivals and maintain a database • Order production supplies • Responsible for packing and shipping of production materials • Research local, regional, national, and international venues and presenters • Create production expense budgets for performance events • Coordinate the collection of all materials and distribution to the marketing, designer and prepare program materials • Maintain and distribute theatre calendars in order for them to be up-to-date at all times • Ensure that information on the deposit registers is accurate and up-to-date • Ensure that the calendars tally with the Deposit Register and website ,submit weekly, monthly and quarterly programming reports • Submit weekly, monthly and quarterly programming report Handle daily enquiries and management for the Theatre Park and Mobile Theatre Truck • Assemble and finalize artists' contracts for in-house and co-productions • Assemble and finalize tenant lease agreements and ensure that full rental is paid prior to move-in by tenants • Collate and submit close out reports for all in-house and co-productions • Update artists and producers/ clients' databases to ensure that the programmes support the higher level vision, goals and objectives of Joburg City Theatres • Draft correspondence to various stakeholders

Appointment Requirements:

Grade 12 plus National Diploma in Arts (NQF Level 6) or equivalent • Minimum of 1-3 years' work experience in Arts • Knowledge of arts, theatrical, production procedures and practices and eagerness to apply that knowledge in a wide range of venues • Good verbal and written communication in English • Computer literacy.

Interested persons are requested to send their cover letter, detailed CV, recently certified copies of their qualifications and the Identity documents not longer than three months, quoting the relevant reference number to Mr. Thomas Sadiki, The Human Resources Manager, Joburg City Theatres, via email to: jobapplications@joburgtheatre.com

Enquiries: (011) 877 6859 / 6821

PUBLICATION DATE : 1 OCTOBER 2021

CLOSING DATE : 20 OCTOBER 2021

Joburg City Theatres is an equal opportunity employer and this position will be filled in line with its EE targets. Preference will be given to designated groups including people with disabilities.

PLEASE NOTE: JCT reserves the right not to make an appointment. Applications must contain at least 2 referees. Late submissions and/or applications will not be considered. Submission without certified copies of qualifications will not be considered. If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.

Only those applicants required for an interview will be contacted.