



## PERMANENT POSITION

The Joburg City Theatres (JCT) an entity of the City of Johannesburg (COJ), operates Joburg Theatre (Braamfontein), Roodepoort Theatre and Soweto Theatre in order provide the integrated management of world class theatre venues and a high-quality entertaining, innovative and inclusive programme which serves diverse communities.

**Department:** Soweto Theatre  
**Designation:** Producer  
**Ref:** PD/05/2023  
**Salary:** R29, 850.81 per month (basic salary excluding benefits)

### Key responsibilities will include, but not be limited to:

Develop and manage production budgets and to ensure that the production is completed within budget • Manage and supervise the production staff • Lead and supervise all production and design meetings within the organisation • Create and manage the production calendar • Manage and supervise the facilities with the Technical and Facilities Manager (office, storage space, performance space, lobby, green room) • Schedule and supervise technical rehearsals in consultation with stage management and director • Responsible for scheduling and supervising strikes and ensuring that safety measures are adhered to at all times • Allocate and set the rehearsal venues for in-house and visiting productions • Develop and lead a highly motivated and collaborative production team which includes director, set designer, lighting designer, costume designer, musical director, publicist, choreographer, stage managers etc. • Ensure that visiting companies meet space requirements • Meet bi-weekly with Artistic Director • Promote Soweto Theatre's work locally, nationally and internationally • Secure invitations for Soweto Theatre's own productions to travel nationally and internationally • Responsible for sourcing value-add partners and sponsorship • Responsible for management of productions income targets and ensure their achievement at all times • Report timely and accurately to key funding partners as required • Undertake the day-to-day management of the productions and operations.

### Appointment Requirements:

- A relevant National Diploma in Arts or equivalent discipline (NQF6).
- A minimum of three years' experience as an administrator (or similar) of professional theatre in South Africa.
- Excellent project management, budgeting, and organizational skills

### Core Competencies

- Ability to relate and work with people.
- Ability to work independently and as a team member.
- Report writing
- Conflict resolution skills/ Problem solving.
- Ability to handle pressure, perform in a fast-paced environment and handle multiple tasks at the same time.

Interested persons are requested to send their cover/motivational letter and detailed CV, accompanied by certified copies of qualifications/certificates and ID, **quoting the relevant reference number** to Sphamandla Ndlovu via email to: [admin@multilead.co.za](mailto:admin@multilead.co.za)

**Enquiries: (011) 763 1103/4**

**PUBLICATION DATE: 22 MAY 2023**

**CLOSING DATE: 08 JUNE 2023**

All suitably qualified candidates are encouraged to apply and will be considered. Joburg City Theatres (JCT) applies the principles of employment equity as per the National Legislation and policy guidelines and will consider designated groups in line with these requirements.

**PLEASE NOTE:** By submitting your application for a position at JCT, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process. 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. 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.**