



JOBURG CITY THEATRES (JCT)

INTERNSHIP POSITIONS

An internship programme is an intervention by Joburg City Theatres to address the growing demand by a tertiary institution for students to undergo on-the-job exposure, as a pre-requisite to acquire an academic qualification or as a requirement after the acquisition of academic qualification to obtain experiential training. Joburg City Theatres is committed to provide students/graduates an opportunity to intern at Joburg City Theatres.

- This internship opportunity is applicable to youth in the Johannesburg communities, who qualify for this internship and have never participated in an internship programme before, except in circumstances where the internship programme was not relevant to the candidate's course of study.
- This Vacancy is open to all qualifying STUDENTS in the Johannesburg Community for a period not exceeding 24 months.
- **Applicants must be** between the ages of 18 -35 years and be a South Africa citizen. Students.
- Interested applicants are invited to apply for the positions listed in the circular or adverts stated below.
- Interested applicants are requested to attach all relevant documents (certified qualifications, ID, and CV) and quote the relevant **reference number** to **email address** mentioned in each advertised position.
- Joburg City Theatres reserves the right not to make an appointment.
- Joburg City Theatres is an equal opportunity employer.

NOTE

- Applications received after the closing date and those that do not comply with the requirements will not be considered.
- Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful.
- 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 the recruitment and selection and related process. Only shortlisted applicants will be contacted.
- In terms of the Recruitment and Selection Policy of JCT, you hereby consent to the following risk checks should your application be shortlisted: Credit Record, CV validation and Employment record verification, Criminal check, and Identity validation.

ENQUIRIES ONLY:

Contact: Human Resources Department
Tel.no: (011) 877- 6918



a world class african city



JOBURG · SOWETO · ROODEPOORT

Designation : Customer Services Intern
Remuneration : R6,094 00 (Monthly stipend, no benefits)
Location : Soweto Theatre (Jabulani)
Reference : CS/ST/04/2026

Minimum Requirements

- Grade 12/ NQF level 4
- Diploma in Public Administration or Equivalent.
- Computer literacy – MS Office Applications and email

Key Learning area/Responsibilities:

- Assist in responding to customer inquiries via phone, email, and in-person.
- Support the Customer Service team in logging and tracking customer requests and complaints.
- Assist with updating and maintaining customer records in the CRM system.
- Help prepare reports on customer interactions, feedback, and trends.
- Observe and learn the resolution process for customer complaints and service issues.
- Assist with coordinating follow-ups with customers to ensure satisfaction.
- Support team members during service delivery activities, such as product demonstrations or client meetings.
- Participate in training sessions on company products, services, and customer service protocols.
- Assist in developing internal resources, guides, or FAQs for customer support.
- Shadow experienced staff to understand workflow, communication strategies, and customer engagement practices.
- Attend team meetings and take minutes or notes for learning purposes.
- Compile weekly or monthly learning reports on tasks performed, insights gained, and areas for improvement.

Interested applicants 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 email address mentioned below:

General Manager: Human Resources, Joburg City Theatres,
jobapplications@joburgtheatre.com

Publication date: 02 April 2026

CLOSING DATE: 24 April 2026



Department : Customer Services
Designation : Information Technology Intern x 2
Remuneration : R6,094 00 (Monthly stipend, no benefits)
Location : Joburg Theatre (Braamfontein)
Reference : IT/JT/04/2026

Minimum Requirements

- Grade 12/ NQF level 4
- Diploma in Information Technology or equivalent.
- Computer literacy – MS Office Applications and email

Key learning areas and Responsibilities:

- Assist in troubleshooting basic computer issues, including slow system performance, software errors, and connectivity problems.
- Support the setup and configuration of computers, including software installation and system updates.
- Assist with password resets, user account setup, and general system support requests.
- Gain exposure to network fundamentals, including basic Wi-Fi troubleshooting and connectivity support.
- Assist in maintaining and updating records of IT equipment, including laptops, monitors, and accessories.
- Support staff by addressing IT-related queries, enhancing communication and customer service skills.
- Follow established IT procedures and protocols to ensure tasks are completed in an organised and documented manner.

Interested applicants 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 email address mentioned below:

General Manager: Human Resources, Joburg City Theatres
jobapplications@joburgtheatre.com

Publication date: 02 April 2026

CLOSING DATE: 24 April 2026