



JOB ADVERTISEMENT: SHORT-TERM CONTRACT (6 MONTHS)

Joburg City Theatres (JCT), an entity of the City of Johannesburg responsible for stimulating and operating the Joburg Theatre, Roodepoort Theatre, and Soweto Theatre, providing integrated theatre management, is seeking a suitably qualified and experienced individual to fill the position of Administrator: Artistic on a 6-month fixed term contract.

Position	:	Administrator: Artistic
Department	:	Governance
Location	:	Joburg Théâtre, Braamfontein
Contract Duration	:	6 months (Fixed Term Contract)
Vacancy Reference	:	Ref No: AA/JT/05/2026
Reporting	:	Artistic Director
Salary	:	R28 315. 59

Minimum Requirements

- Diploma in Performing Arts / Fine Arts / Arts Management / Cultural Studies (NQF6) or equivalent.
- 5 years' experience in Arts administration, production coordination, or creative project support.
- Basic knowledge of event/production planning, Stakeholder coordination (artists, suppliers, venues)
- Computer Literacy: Working knowledge of MS Office Suite, Internet and any other applications require to perform duties.

Primary Function

To provide administrative, coordination, and operational support to the Artistic Director by facilitating the planning, organisation, and execution of artistic programmes and projects, ensuring efficient stakeholder engagement, effective communication, and the smooth delivery of all artistic activities.

Key responsibilities:

- Assist with research and preparation of programming proposals.
- Support the Artistic Director in identifying and reviewing productions, scripts, and creative concepts.
- Assist with coordination of auditions, rehearsals, and artistic projects.
- Assist Provide administrative support during production planning and rehearsals.
- Assist with scheduling meetings with directors, producers, and performers.
- Assist the support the coordination of theatre productions, festivals, and artistic events.
- Assist in communication with artists, production teams, and creative partners.
- Assist with Conduct research on emerging artists, productions, and industry trends.
- Assist with developing reports or presentations on programming opportunities.
- Prepare minutes of meetings and reports for the Artistic Director.
- Assist with documentation, filing, and record keeping for artistic programmes.
- Attend rehearsals, productions, and creative meetings for learning exposure.
- Compile monthly learning reports on artistic programme support activities.



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JOBURG SOWETO ROODEPOORT

Core Competencies:

- Time management
- Excellent verbal, written, and digital communication skills in English
- Strong relationship and conflict management skills
- Ability to collaborate effectively with colleagues and stakeholders
- Proactive and self-driven approach to duties
- Ability to build industry-relevant networks and contacts

Conditions attached to the job

- Availability after hours to assist with problematic situations
- Required to work extensive hours.
- Willingness to work flexible hours, including evenings, weekends, and public holidays

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 Human Resources, Joburg City Theatres, via email to: jobapplications3@joburgtheatre.com

ENQUIRIES ONLY

Contact Person : **Ntsoake Rammusi**
Tel.no : **011 877 6931 / 6918**
Publication date : **05 May 2026**

CLOSING DATE : **25 May 2026**

NOTE:

- This vacancy is open to both internal JCT employees and external applicants.
- JCT offers a market-related salary based on qualifications and experience.
- By submitting your application for a position at Joburg City Theatres, 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. In terms of the Recruitment and Selection Policy of Joburg City Theatres, you hereby consent to the following risk checks should your application be shortlisted:
 - Qualification verification
 - Criminal background check
 - Employment history verification
 - Identity Validation
- If you do not hear from us within 30 days of the closing date, please consider your application unsuccessful. JCT reserves the right not to make an appointment or to re-advertise the position.