



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

Branch : Soweto Theatre
Department: Youth Development (x2) (Ref.no YD/06/22)
Designation: Community and Audience Development Internship
Salary: R 5 470.00 pm

Key responsibilities will include, but not be limited to:

Ensure that Youth Development producers, directors, facilitators sign contracts and all contracts are filed • Ensure that all contracts and facilitator timesheets are sent to relevant department for timeous payments • File all youth development programmes invoices • Submit invoices and follow up with finance department for payment • Send out distribution schedule and workshop performance tech riders to the technical department and FOH manager for appropriate scheduling of staff. • File registers for all training programmes • Print and copy music scores and scripts as maybe applicable. • Assist with community/youth walk in enquiries • Visit companies and patrons re information related to community and youth development programmes. • Assist with paperwork as maybe applicable for Ad hoc projects. • Draft contracts in consultation with the Youth Dev Manager. • Schedule meeting requests pertaining production meetings for set-works and other youth development productions • Compile event notification for internal circulation. • File registers and keep database for students in the department • Consolidate attendance registers for monthly and quarterly reports • Monitor and coordinate the youth development social media platforms • Maintain a personal desire to learn and grow in his/her work.

Appointment Requirements:

Grade 12 plus Arts administration diploma or an Artistic or Project Management qualification (NQF Level 6) • Good written and verbal communications in the English language • Willingness to work unsociable hours. •Willingness to be communicated. Be able to work independently and not to be micro-managed.

Interested persons are requested to send their cover letter and detailed CV, quoting the **relevant reference number** to Mr. Thomas Sadiki, The Human Resources Manager, Joburg City Theatres, via email to: jobapplication3@joburgtheatre.com

Enquiries: (011) 877 6931 / 6859 / 6821

PUBLICATION DATE : 15 June 2022

CLOSING DATE: 29 June 2022

All applicants must be: between the ages of 18 -35 years and be a South Africa citizen. Students who need Experiential Training who studied at a recognized institution of higher learning in the Republic of South Africa.

Successful candidates will be appointed on a 12 months internship contract. An all-inclusive monthly stipend of R 5 470.00 will be paid.

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. 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.