

MMABANA ARTS, CULTURE AND SPORT FOUNDATION



DIRECTOR PERFORMING ARTS: NMM (HEAD OFFICE) (X1)

REFERENCE NUMBER: MACSFNMM/130824/3

POST LEVEL 13

R1, 124,873,64 (TOTAL COST TO COMPANY ANNUAL REMUNERATION)

Permanent Contract

1. Job Purpose

- The primary purpose of this position is to curate, administer and manage all music, dance, drama and related performing arts programming in MACSF

2. Duties and Responsibilities

- Determining the nature and content of a broad array of performing arts, special-event, and theatre programming for MACSF various performance venues.
- Drafting of strategic plan, standard operating procedures and operational plans for all performing arts units.
- Developing and managing the budget for performing arts programming, negotiating and managing contracts with artists and their agents as well as support personnel, including technical and lighting support.
- Maintain an annual maintenance schedule, initiating and supervising maintenance and upgrades of all performance venues, managing production for all events, which includes partnering with stakeholders within

the performing arts industry.

- Partnering with the advancement and marketing teams to strategize and plan for sponsorships, advertising, promotion of programming and providing copy for internal publications including MACSF website.
- Must have knowledge of the SCM regulatory framework, PFMA and relevant National Treasury prescripts, LRA, corporate governance and regulations.
- Prepare monthly and quarterly reports for the office of the Chief Executive Officer.

3. Minimum Requirements

- A relevant Bachelor's Degree in Dramatic Art, (BA Honours). Master's Degree (MA) will be an added advantage.
- Five (5) years' experience in the field of performing arts at management level.
- Valid Driver's License is essential.