



**ARTISTIC COORDINATOR
PERMANENT
REPORTING TO THE ARTISTIC MANAGER**

All-inclusive annual remuneration package: R 411 294 (Not negotiable) – Estimated monthly net salary
R 21 188

The Artistic Coordinator will be responsible to contribute to the functions, implementations, and developments of the Artistic Department through its various approved programmes, productions, plays, and shows under the guidance and direction of the Artistic Manager and/or Artistic Director.

MIINIMUM REQUIREMENTS

- 3-year Diploma in Arts Administration or similar.
- 3 years' experience in theatre or similar environment.
- Ability to coordinate and advise on effective strategy for the theater to host good, quality and enjoyable productions.
- Understanding of the White Paper on Arts, Culture and Heritage.

SUMMARY OF JOB SPECIFICATIONS

- Implement the creative decisions of the Artistic Manager and the Artistic team.
- Identify possible productions for the theatre and present proposals to the Artistic Manager and team.
- Co-ordinate the producing and performance of all productions in the venues.
- Draw up operating budgets for each project/play.
- Oversee the smooth running of rehearsals and to ensure that the needs and problem of directors and actors are dealt with and resolved.
- Ensure that set, costumes, sound effects and music designs meet the director's requirements.
- Apply for performance licenses, negotiate a non-returnable advance author's royalty.
- Co-ordinate all departments and stakeholders through the process of mounting a play.
- Facilitate contracts and artists payment for all stakeholders involved in the production.

It is the responsibility of candidates with foreign qualifications to have them verified by the South African Qualifications Authority (SAQA) • PACOFS reserves the right not to make an appointment • Failure to submit all the requested documents may result in the application not being considered • PACOFS subscribes to the principles of Employment Equity • If you have not been contacted within three months after the closing date, please regard your application as unsuccessful.

Applications consisting of a cover letter, comprehensive CV, certified copies of qualifications, including certified copy of matric/Grade 12 certificate, and certified copy of ID.



Hand deliver application to: Performing Arts Centre of the Free State (PACOFS):
12 First Avenue
Bloemfontein

OR

E-mail application to: artisticcoordinator@pacofs.co.za

Enquiries: Mr. Karabelo Morake Tel: (051) 44 77771 ext. 2271

Closing date: 10 September 2023