



**ARTS DEVELOPMENT 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 Arts Development Coordinator is responsible for the training coordination and development of the performing artists across the province, including coordination of various performing arts projects.

MIINIMUM REQUIREMENTS

- 3-year Diploma in Arts Administration or similar.
- 3 years' experience in theatre or a similar environment.
- Ability to identify and nurture talent, advice and coordinate on development and training of artists in the Free State.
- Able to work with communities, developmental artists producers, stage managers, crew, artists, and directors.

SUMMARY OF JOB SPECIFICATIONS

- Implement plans of the Artistic Department for community theatre groups and future audiences.
- Coordinating all development productions, projects, programmes in and outside the PACOFS.
- Coordinate the needs of the community theatre groups regarding training and development of the arts.
- Organize and facilitate school visits, set-works, workshops, training, and other outreach programmes.
- Work with developing artists, directors, playwrights, dancers, poets, and independent producers within the community theatre landscape.
- Compile database and profiling of local artists and upcoming theatre groups.

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: vacancy14@pacofs.co.za

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

Closing date: 10 September 2023