



CREATIVE INCUBATOR PROGRAMME – THEATRE AND DANCE COORDINATOR
MONTHLY SALARY – R 12 500
8 MONTHS CONTRACT

The Performing Arts Centre of the Free State (PACOFS) in partnership with the Department of Sport, Arts and Culture (DSAC) is looking to appoint six Drama/Theatre Graduates to facilitate the 2023/24 Creative Incubator Programme. The performing arts graduates with theatre expertise that range from: drama, dance, music, spoken-word, performance art, producing, directing and/or dramaturgy are encouraged to apply. The Creative Incubator Programme will run 6 over months to benchmark and prepare six selected community theatre groups for the inauguration of *Yarona Youth Festival*. The Incubator Coordinator will be responsible and accountable for the unfolding of the Incubator Programme 2024/25.

APPLICATION REQUIREMENTS

- Recognised three (3) year diploma / NQF LEVEL 6 Qualification in arts administration, office management or any administration related studies.
- Motivation letter.
- Comprehensive CV stating specialised artistic coordination and administrative expertise and majors you have.
- 2 Reference Letters.
- Certified copies of academic / study records / qualifications, certified copy of ID and driver's license.

PROGRAMME

- Working flexibly in support of the facilitators and the incubates, including supervision and coordination of; workshops, meetings, rehearsals, and planning of Yarona Youth Festival.
- Programme observation: observe and evaluate the progress of the facilitators.
- Guide, support, and be of assistance in a non- judgmental, and non-directive manner to all the facilitators.
- Implement and oversee that clear rules and limits for the incubates and facilitators are adhered to.
- Initiate and maintain ongoing communication between PACOFS and facilitators.

SUPERVISION

- Oversee the facilitators progress on and offsite and to be available to provide administrative support.
- Engage and liaise with the PACOFS Artistic Department.
- Provide monthly artistic progress report and assessment/s of the programme.
- Compile and submit monthly narrative and feedback report from facilitators and incubates.

ADMINISTRATION

- Provide administrative processes, progress and assessment/s of the programme.
- Draft and report on working schedules amongst the theatre groups, and facilitators.
- Consolidate meetings and documentation: minutes recording, attendance registers of facilitators and the theatre groups.
- Adhere to all artistic department and related departments procedures to insure smooth running of the programme.



Preference will be given to Free State Province drama/theatre graduates.

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 one month after the closing date, please regard your application as unsuccessful.

Please note: Shortlisted candidates will be contacted regarding interview date and timeslot. The successful applicant will be required to travel. This position does not qualify for overtime pay.

Applications be emailed to: arts@pacofs.co.za.

Enquiries: wits@pacofs.co.za | Tel: 051447 7771

Closing date: 23 June 2024
