

CALL-OUT!

POSITION AVAILABLE ADMINISTRATOR

INTERNAL/EXTERNAL ADVERTISEMENT

CLOSING DATE: 3 APRIL 2020

SALARY: MARKET RELATED

DURATION: FIVE YEARS PERFORMANCE BASED FIXED TERM CONTRACT

KEY PERFORMANCE AREAS:

- Liaise with artists and technicians
- Ensure contractual information is obtained from artists, technicians and service providers.
- Ensure that artists, technicians and service providers meet SCM requirements
- Design and structure technical and rehearsal schedules from pre to post-production.
- Work closely with the Production Manager and Producer in the daily development of the content of productions
- Circulate information and content of the show to the artists and relevant departments
- In collaboration with other departments assist in planning, organizing and supervising operations.
- Ensuring that the preparations of the budget is carried out within the framework of the budget.
- Communicate weekly to the Producer and the Production Manager, the data necessary for the payment of each artist technician and service provider of a production.
- Ensure Transmission of information between the related departments
- Ensure the well-being of the artist's pre, during and post productions

- Participate in production meetings
- Compile schedules for all productions with ID's and ensure that contracts are On the server
- Issue weekly call sheets and performance schedules to all crew
- Monthly verification of clocking so as to calculate overtime pay.

PREFERRED MINIMUM EDUCATION & EXPERIENCE

- A degree or a diploma in office administration / Management or related field.
- With two (2) years' experience and above
- Experience in a theatre environment would be advantageous

KNOWLEDGE, SKILLS AND CRITICAL COMPETENCIES

- Computer literacy and proficiency in Microsoft
- Skills in report writing
- Knowledge in project Management
- Must have communication skills and excellent interpersonal and customer experience

THE SOUTH AFRICAN



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THEATRE

an agency of the
Department of Arts and Culture

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S E C T I O N 3 A

P U B L I C E N T I T Y

320 PRETORIUS STR

PRETORIA 0002

G A U T E N G S A

P O B O X 566

PRETORIA 0001

G A U T E N G S A

COUNCIL MEMBERS:

FIKILE MAZIBUKO

MATSHEDISO NDLOVU

TEBOGO MPHUTI

SYLVESTER CHAUKE

MADILE MOFAMMERE

SHAMILA SINGH

NKOSAZANA MOSALA

DHEREN SINGH

PHUMZILE MASEKO

TEL: 012 392 4000

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INFO@STATETHEATRE.CO.ZA

Interested candidates should indicate the position they are applying for.
Hand deliver or e-mail certified copies of qualifications and a CV with 3 contactable references to Thembi Chauke, Human Resources.

Hand Deliver:

Human Resource Office
The South African State Theatre
320 Pretorius Street Pretoria
jobs@statetheatre.co.za

E-mail

CLICK HERE

to visit our website www.statetheatre.co.za

Please note that the company will only consider applications which meet the criteria and preference will be given to people with disabilities or persons from disadvantaged group. Should you not hear from us within 30 days after the closing date, please consider your application unsuccessful.