



## VACANCY

### PROJECT MANAGER

**Remuneration will be aligned to the company's remuneration policy**

***We are looking to appoint a pool of Project Managers to be assigned to various productions over a period of 12 months.***

**Reporting to:** Project Management: Team Leader

**Purpose:** Plans, executes and controls activities for allocated projects. It is important to note that the projects means **theatre stage productions and related events such as book launches and workshops**

**Main Duties:**

- Develops and prepares a Logistics Plan for projects
- Attends all relevant project meetings
- Ensures that project logistic requirements are met
- Ensures the project marketing plan is executed
- Ensures all participants are briefed regarding project timeframes
- Ensures that all vendors are in place for the project
- Executes all elements of project workplan
- Logs all project risks in Risk Register and places on project meeting agenda
- Ensures that all changes to scope of project are approved and implements changes
- Checks issue register and follows up on any outstanding issues
- Manages the closure of each projects
- Completes project debriefing documentation

**Educational & Experience Requirements**

- Matric
- A minimum of 5 years relevant experience
- Extensive relevant experience in management of theatre productions and/or events
- The candidate must be computer literate especially in MS Word and Microsoft Excel,

**Further Requirements**

- Excellent communication and interpersonal skills
- Excellent organizing skills
- Must be pro-active and have a problem solving ability
- Must be articulate in two or three of the Western Cape's predominant languages (i.e. English, Afrikaans, IsiXhosa)
- A good command of the written English language
- The candidate must be flexible and prepared to work overtime as and when required
- Knowledge of the industry and a passion for the arts would be advantageous

**Closing date: 15 March 2024**

*Interested applicants may forward their Curriculum Vitae and a covering letter to Zandile Mbizela in the Human Resources Department by E-mail: [Hradmin@artscape.co.za](mailto:Hradmin@artscape.co.za) or Post: Artscape, P O Box 4107, Cape Town, 8000.*