



VACANCY

Maintenance Manager

R 822 887, 22 Total Cost of Employment per annum

Permanent Position

Reporting to: Director Operations

Purpose: To execute the Artscape maintenance plan in accordance with the highest standards associated with the organization and its brand.

Main Duties:

- Ensuring a comprehensive preventative maintenance program is implemented and ensuring that all essential infrastructure is serviced and maintained in a manner that prolongs the lifespan of the infrastructure
- Ensuring that all routine maintenance is done in a way that would not interfere or disrupt business activities
- Maintain and manage electronic maintenance logging system
- Assign and reviews work for maintenance technicians and give feedback
- Manage relationships with contractors and service providers
- Coordinate and work with Provincial Government Western Cape and outside contractors.
- Log maintenance issues with Provincial Government Western Cape helpdesk and follow up on progress
- Attend monthly meetings with Provincial Government Western Cape or as necessary.
- Annually complete and submit to Provincial Government Western Cape Artscape's User Asset Management Plan
- Continuously upskill and develop the maintenance staff
- Maintain and manage discipline of staff
- Evaluate employee's performance to determine training needs & development opportunities.
- Prepare reports and provide all relevant information to the Director Operations pertaining to preventative maintenance programs, capital work projects, etc.
- Complete requisitions for parts needed for repairs of infrastructure as appropriate.
- Establish strategies to meet workload demands on time.
- Regularly inspect building infrastructure including main HVAC and electrical infrastructure installed in the plant room and report any faults to PGWC
- Act as cover for electricians as and when required
- Prepare weekly duty roster of maintenance staff
- Manage overtime
- Attend to emergencies after hours as and when required

Educational & Experience Requirements

- Matric Certificate
- Qualified Electrician with wireman's license
- A minimum of 5 years' experience in theatre maintenance



- Strong knowledge of facilities machinery and equipment
- Good all-rounder with experience in Electrical, Plumbing, Electronics, HVAC, and construction trades
- Sound knowledge of refrigeration and aircon units, industrial generators, etc.
- Sound knowledge in the working operation of theatre automation (stage machinery and flying system)
- Well versed in all maintenance process and health and Safety regulations
- Solid understanding of electrical systems, plumbing and carpentry

Further Requirements

- Ability to drive change and to look for operational efficiencies / synergies
- Excellent communication skills (written and verbal) and balanced emotional intellect.
- Be available after hours
- Ability to work well under pressure
- Ability to keep track of and report on activities
- Excellent interpersonal skills
- Excellent planning and organizing skills
- Stakeholders relationship management
- Financial management skills, including monitoring and controlling budgets
- Understanding of relevant HR practice
- Ability to lead and motivate a team
- Excellent organizational and leadership abilities
- Knowledge of the Performing Arts, Theatre and related fields
- A Valid driver's license

Closing date: 21 July 2026

Interested applicants may forward their Curriculum Vitae and a covering letter to Felecia Philander in the Human Resources Department by E-mail: Feleciap@artscape.co.za.

Artscape supports the principles of Affirmative Action and the provisions of the Employment Equity Act. If you have not heard from us within four weeks of the closing date, please consider your application unsuccessful.