



DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

ARTS CENTER SUPERVISOR

(Re-Advertisement)

Salary Range: An all-inclusive remuneration R 359 517 – R 420 402 (Level 08)

CHRIS HANI DISTRICT (Komani) Ref: DSRAC 11/06/2023

MINIMUM REQUIREMENTS: A National Senior Certificate plus a Diploma/Degree (NQF 6/7) as recognised by SAQA in Fine Arts coupled with 1- 2 years relevant work experience in the field of Fine Arts and /or production level. Knowledge of public service. Legislation / policies / prescripts and procedures. Departmental management. Knowledge of Batho Pele principles. Knowledge of the visual arts, craft and design sectors. Knowledge of government strategies to use the arts to grow the economy. Computer literacy. Good communication skills. Sound organizational skills. Project management. Report writing. People management. Customer / client orientated. A valid driving licence.

DUTIES: Assist in the coordination of the national art festivals. Organise logistics and attend meetings. Responsible for groups and designer artists. Monitor festival equipment for artists. Coordinate art centre programs. Ensure crafting of rooster for activities. Organise art centre structures. Consult with relevant stakeholders. Identify beneficiaries. Coordinate approval of submission. Manage access of the art centre. Market the institution to the communities. Monitor day to day operations of the art centre. Responsible for art centre material. Develop database for artists. Manage institutional support. Maintain working relations with the stakeholders. Give support to developing artists. Monitor progress of artists. Provide administration support to the art centre. Give input in the development of art centre business plan. Consolidate, compile and submit monthly and quarterly reports. Monitor budget expenditure and revenue collection. Ensure approval of procurement submission. Ensure staff development of PMDS. Maintain staff discipline. Supervise and monitor visitor's register.

ENQ. X. KWANINI – 066 071 6200 – CHRIS HANI DISTRICT

e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za