

- Identify problematic areas and implement strategic solutions in time.
- Preserve IT assets, information security and control structures.

Human Resource Management

- Effectively direct the Strategic Objectives of Human Resources in alignment with the MTF strategy and develop the well-being of the organisation through strategic projects and processes.
- Oversee the Human Capital strategy and framework for MTF in line with broader strategic objectives
- Establish governance criteria in line with strategic objectives and relevant legislation.
- Oversee departmental operation performance.
- Recruitment & Succession planning strategy must be guided by the EE target compliance.
- Make inputs on budget preparation and control the budget, includes periodic financial reporting on budget implementation.
- Manage subordinates by allocating work, assessing progress, coaching/ training and motivating.
- Provide required training and development to staff to ensure optimal performance.
- Ensure optimal utilisation of human resources/capacity within the department.
- Manage performance of subordinates and implement corrective measures where required.
- Effectively respond to staff queries.
- Oversee the HR Generalist.

Front of House Management

- Ensure that all aspects of the FOH responsibility for the theatre complex, Market Square and the Windybrow Arts Centre are adhered to.
- Ensure the maintenance of high standards of cleanliness, hygiene, and presentation of all FOH and service staff.
- Monitor the FOH daily/weekly activity reports.
- Ensure all the necessary regulations and by laws in relation to health and safety, Risk Management, hygiene, and public entertainment and adhere to.
- Ensure the co-ordination and management of all FOH staff.
- Ensure the safety of patrons, volunteers and staff through implementation and enforcement of safety and emergency procedures.

People Management

- Delegate and empower staff to increase contribution and level of responsibility.
- Implement the performance management system within own area of operation.
- Recognise individuals and teams and provide developmental feedback in accordance with performance management principles.
- Effectively deal with staff discipline.
- Supervise staff (fair, firm, and assertive).
- Handle staff disputes fairly and honestly by following labour law principles and MTF's policies.
- Identify competencies required and suitable resources for specific tasks.
- Ensure training and development of staff within your own division.
- Monitor team members and measure effectiveness and performance.
- Manage own time as well as time of colleagues and other stakeholders; Manage conflict through a participatory transparent approach.
- Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks.

Desired Experience & Qualification

PREFERRED QUALIFICATIONS, SKILLS, EXPERIENCE

Qualifications

- Minimum: Relevant degree in Business Administration / Project Management
- Ideal: Masters' in Business Administration.

Experience

- At least 4 years senior management experience in a key Operational role preferably within the arts Industry
- Proven track record of leading multidisciplinary teams to achieve organisational goals/outcomes
- Ideal:
- 10 Years' Related Experience, including 5 Years'+ in managerial role
- Proven track record in the arts industry.

PERSON SPECIFICATION (KNOWLEDGE, SKILLS AND ATTRIBUTES)

Behavioral Competencies / Performance Drivers

- Strategic Thinking
- Problem Solving
- Critical Judgement
- Interactive Communication
- Creativity and Innovation
- Partnering
- Relationship Building
- Teamwork
- Work Ethics and Values
- Stress Management
- Self Confidence

Technical Competencies / Professional Expertise

- Financial Budgeting, Planning and Reporting
- Project Management
- Legislation, Policies, Procedures and Standards
- Human Resources Management specific aspects (handling
- Knowledge of the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework act (PPPFA) and Treasury regulations
- Knowledge of the Arts and corporate governance issues
- Knowledge of Risk Assessment Techniques.

Leadership Competency Requirements

- Results Management
- Leading and Managing Change
- Planning and Organising
- Team Leadership

Interested persons who meet the requirements are invited to send a concise CV to the Human Resources Department via e-mail to vacancies@markettheatre.co.za
Please indicate the reference number of the post. ITC & criminal checks will be conducted and where applicable, candidates will be subjected to an assessment test.

Should you not hear from us within 30 days after the closing date, consider your application unsuccessful. Correspondence will be limited to shortlisted candidates only. No late applications will be considered.

The Market Theatre Foundation reserves the right not to make any appointment(s) to the above post. Preference will be given to candidates in line with the Employment Equity Plan.

Enquiries may be directed to Refiloe Chesane @ (011) 832 1641 ext 221

THE CLOSING DATE FOR THIS POSITION: 22 July 2024.

APPLICANTS WHO HAVE ALREADY APPLIED DO NOT NEED TO RE-APPLY