



JOB ADVERTISEMENT INTERNAL & EXTERNAL

Job Title	Education Coordinator Market Theatre Laboratory Salary R27 521,51 ctc per month (Global Grade 09) REF No. :ECMTL08/2025
About the Role	<p>Purpose</p> <p>To develop and implement comprehensive theatre-based curriculum. The incumbent is accountable for creating the overall learning experience (facilitation and course management) for The Market Theatre Laboratory's full-time course and ensuring that the Market Laboratory Learning programmes are of excellent quality</p>
Key Performance Measures	<p>Curriculum Design</p> <ul style="list-style-type: none"> • Design and implement the curriculum for the full-time courses in collaboration with facilitators and other creative staff • Conceptualize and assist with the creation of projects in collaboration with the laboratory and creative staff. Assemble and create a versatile team of facilitators that reflects the dynamic nature of the South African/International theatre landscape. • Assist and oversee the pedagogic team, ensuring that courses and classes are being executed according to the curriculum design of each year. • Source and contract the pedagogic team, ensuring a diverse range of suitably professional facilitators. • Develop and manage local and global partnerships learning opportunities for students <p>Course Management</p> <ul style="list-style-type: none"> • Create and distribute weekly schedule of classes/activities to laboratory staff, facilitators, and students. • Work alongside other laboratory staff to ensure the smooth running of classes, projects and activities, avoiding clashes of venues and facilitators. • Assist with the production and management of projects hosted by the Market Theatre Laboratory including contracting, venue management, scheduling and student coordination. • Update and implement policies and procedures relating to the Market Theatre Laboratory. • Ensure that this learning environment is responsive to the trends, opportunities, and developments of the contemporary local and international performing arts landscape. • Operate within various budget scenarios and maximize resources through partnerships and exchanges. <p>Student Support</p> <ul style="list-style-type: none"> • Manage student's academic records, assessments/feedback, and disciplinary matters. • Provide guidance, support and mentoring to students and alumni. • Create an inclusive and rigorous learning environment that nurtures and develops the unique artistic voice of each student. • Communicate and engage with prospective students. • Provide up-to-date information regarding course content, registration process, and applications to prospective students. • Ensure the distribution of local and global opportunities to students and alumni. • In collaboration with the MTL Head and Project Officers, coordinate and implement the audition process for new and returning full-time students. <p>Facilitation</p> <ul style="list-style-type: none"> • Facilitate performing arts-related classes. • Facilitate and guide monthly check-in sessions with students to attain feedback regarding classes, facilitators or any other relevant laboratory matters. • Formulate course feedback methodologies for facilitators and students – monitor and review course feedback in order to better pedagogic design.

Desired Experience & Qualification	<p>PREFERRED QUALIFICATIONS, SKILLS, EXPERIENCE</p> <ul style="list-style-type: none"> • Minimum relevant degree, e.g Drama/Arts Theatre and Performance of Arts Education, or adequate practical experience. • Minimum 5 years' working in a professional capacity in both arts education and the theatre/performance industry • Minimum 3 years' experience as a teacher within theatre and performance (can be part-time) <p>KNOWLEDGE / SKILLS AND ATTRIBUTES</p> <p>Behavioral Competencies / Performance Drivers</p> <ul style="list-style-type: none"> • Attention to detail • Achievement orientation • Adaptability • Creativity and Innovation • Decision Making • Interactive Communication • Impact and influence • Writing skills • Partnering <p>Technical Competencies / Professional Expertise</p> <ul style="list-style-type: none"> • Technical theatre knowledge • Legislation, policies, procedures and standards • Business Perspective • Using financial information • Project Management • Records and Information Management <p>Leadership Competency Requirements</p> <ul style="list-style-type: none"> • Developing others • Planning and organizing • Team Leadership • Fostering Learning • Resource Management
	<p>Interested persons who meet the requirements are invited to send a concise CV, ID copy and Qualifications to the Human Resources Department via e-mail to vacancies@marketttheatre.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.</p> <p>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.</p> <p>The Market Theatre Foundation reserves the right not to make any appointment(s) to the above post.</p> <p>Enquiries may be directed to Apfeswaho Muruge (011) 832 1641 CLOSING DATE: 22 August 2025</p>