

INTERNAL/EXTERNAL ADVERTISEMENT: (Fixed Term Contract commencing 1st August 2010 – 31st May 2011)

Regional Programme Leader: Community Arts Centres (18) 1 per Y Centre

Acornhoek, Bizana, Botshabelo, Colesburg, Emalahleni, Emathulini, Hlatlolanang, Knysna, Kutlwanong, Langa, Lenyene, Mandeni, Motherwell, Nongoma, Orange Farm, Royal Bafokeng, Umtata, Vryburg

loveLife is looking to recruit a suitable candidate to lead, coordinate and support the implementation of arts and culture programmes and activities at loveLife youth centres. The successful applicant will be required to fulfil the following primary functions in a professional manner and with technical excellence:

- Establish the Community Arts Centre Project at the loveLife Y-Centre.
- Manage all arts and culture related events and outreach at the Community Arts Centre.
- Coordinate and implement schools outreach.
- Implement other loveLife arts and culture projects at loveLife Y-Centres.
- Develop and maintain a detailed project schedule which includes programmatic activities, training and outreach as well as administrative tasks for the youth centre
- Ensure the loveLife brand standards are maintained at the arts and culture centre (values, branding and identity)
- Maintain records of all related project documents (e.g. cheques requisitions, monitoring tools, project schedules, etc)
- Monitor loveLife arts and culture youth centre activities (programmes, outreach, events, training, opportunities, etc.)
- Develop and implement a local marketing plan for the arts and culture centre, including a full arts entrepreneurial model in line with national programme directives.
- Establish and coordinate relationships with the community, academic and skills training institutions, professionals and local talent in the community
- Implement a best-practice arts and culture framework throughout arts and culture programmes, activities, events/outreach and training
- Collaborate with the national programme design team to develop new arts and culture initiatives as they arise

Suitable candidates will need to satisfy the following requirements:

- An arts, culture, or heritage project background.
- A relevant qualification in the field of arts, culture, or heritage.
- Proven experience in project and event management.
- Strong stakeholder coordination experience.
- Computer literate (MS WORD, MS OUTLOOK, MS EXCEL, MS POWERPOINT)
- Local language proficiency.
- Ability to interact with people at all levels
- Valid code 8 drivers licence.

Total remuneration package commensurate with experience

To apply, submit a CV and cover letter to recruit@lovelife.org.za clearly marking the subject of the e-mail as "Arts and Culture Coordinator Position". You may also fax your CV and cover letter to (011) 523 1067.

Closing Date: Thursday, 16th July 2010

If you have not had any response within six weeks after the closing date, please accept that your application has been unsuccessful.



To learn more about loveLife call 0800 121 900 or visit www.lovelife.org.za

