



VACANCY: New Performance Hall Manager & Sales Executive **3-year fixed term contract**

Position title: New Performance Hall manager & Sales Executive
Location: Cape Town
Reporting line: CEO & Creative Director

Job purpose:

Zip Zap New Performance Hall (NPH) Manager & Sales Executive is responsible for managing all aspects related to the venue, from the building itself to the productions calendar, from the income to the human resources. The responsibility for this position is diverse and requires a multi-faceted, critical thinker and visionary, as well as performing arts knowledge and experience, management of teams and venues as well as commercial sense to ensure the NPH is fully and safely utilised with a profitable revenue stream, in order to generate income to sustain the free programmes in the outreach and youth sectors.

Requirements:

A bachelor degree in art or business or marketing
A minimum of five years experience in management
Full understanding of theatre/venue/productions best practises
Ability to write clear, compelling, artistic scripts & proposals
Ability to collate information from disparate sources to provide timely and impactful reports, which requires an ability to build relationships with staff and service providers
Exceptional verbal and written skills in English
Excellent interpersonal and communication skills
Ability to work under pressure and honour deadlines
Ability to work within a varying roster of hours
Ability to travel as required
Demonstrated achievement in performing arts production, tour coordination, stage management and logistical coordination
Willingness to receive direction
Demonstrated high level of teamwork and time management skills
Ability to work independently and within a team
Ability to communicate with a broad range of people within artistic and industrial environments.
Methodical and positive approach to problem-solving
Exceptional financial and budget management skills
Working knowledge of lighting and audio equipment

Zip Zap Circus School Trust, Cape Town

6 Shannon Street, Salt River, 7925 **Tel:** +27 21 421 8622 **Fax:** +27 86 517 4362 **Web:** www.zip-zap.co.za **Email:** info@zip-zap.co.za

Trust IT3447/98 | Non-Profit Organisation 037-198 | PBO 930 028 436 | Level 1 BBBEE contributor

Co Founders & Trustees: Laurence Esteve, Brent van Rensburg

EMPOWERING KIDS FOR LIFE





Current Driver's Licence
Senior First Aid Certificate
Clear Police Clearance certificate

Advantageous:

Fundraising
Experience in production planning
Existing network and contacts
African language

Responsibilities will include, but not limited to:

- Financial
 - GOAL: Generate income to meet financial targets
 - Ensure full occupancy of the venue as per the CEO schedule from June 2023
 - Prepare & present business plan and budget to the CEO for approval annually
 - Prepare & present financial results at EXCO monthly – adjust if necessary
 - Ensure accurate, sound financial practice
 - Compile all necessary reports – monthly, quarterly, annually

- Operational
 - GOAL: Zero defect, zero accident
 - Ensure smooth safe and adequate furniture & interior fittings during construction according to timeline set by CEO
 - Ensure safe operating and compliance of all technical equipment equipment and requirement - including but not limited to lighting, sound, rigging, seating, air-conditioning, solar panels, ...
 - Compile, store and make accessible venue information
 - Ensure compliance of service provider contracts and / or any outsourced services
 - Resolve technical issues that may arise regarding venue & productions

- Admin & governance
 - GOAL: impeccable governance
 - Ensure that Health & Safety and SOP are adhered to + revise yearly
 - Ensure administrative compliance
 - Compile and store admin & governance information
 - Attend EXCO and Operations meetings – and others when requested

Zip Zap Circus School Trust, Cape Town

6 Shannon Street, Salt River, 7925 **Tel:** +27 21 421 8622 **Fax:** +27 86 517 4362 **Web:** www.zip-zap.co.za **Email:** info@zip-zap.co.za

Trust IT3447/98 | Non-Profit Organisation 037-198 | PBO 930 028 436 | Level 1 BBBEE contributor

Co Founders & Trustees: Laurence Esteve, Brent van Rensburg

EMPOWERING KIDS FOR LIFE





- Human
 - GOAL: people growth
 - Manage NPH staff complement
 - Ensure KPI's and duties are executed
 - Mentor, train, develop staff
 - Manage service providers and suppliers

- Artistic
 - GOAL: bring Zip Zap to the world stage
 - Work closely with the Creative Director and support the artistic vision and planning for the venue.
 - Work closely with the Creative Director to manage production related queries
 - Productions manager
 - Compile rehearsal and productions reports
 - Manage logistics for performing companies in the venue
 - Compile, communicate and store admin information
 - Work with all HoD on show requirements and logistics & communication

Salary will be based on qualifications and experience and will include a basic + incentive structure.

Interested candidates are invited to submit a cover letter detailing their interest in and suitability for the position, as well as a Curriculum Vitae, with the contact details of three references. These should be submitted by 15 November 2021.

Applications should be submitted to info@zip-zap.co.za with NPH Manager and Sales Executive in the subject line.

Commencement date 1st February 2022.

Zip Zap Circus School Trust, Cape Town

6 Shannon Street, Salt River, 7925 **Tel:** +27 21 421 8622 **Fax:** +27 86 517 4362 **Web:** www.zip-zap.co.za **Email:** info@zip-zap.co.za

Trust IT3447/98 | Non-Profit Organisation 037-198 | PBO 930 028 436 | Level 1 BBBEE contributor

Co Founders & Trustees: Laurence Esteve, Brent van Rensburg

EMPOWERING KIDS FOR LIFE

