



CONCERTS CO-ORDINATOR

(Permanent, Payclass 09)

The South African College of Music Faculty of Humanities

The South African College of Music invites applications for the abovementioned post for appointment from 1 January 2023 or as soon as possible thereafter. The main purpose of this position is to plan, co-ordinate and run SACM's many evening and daytime concerts, to increase media awareness, and endeavor to reach and build audiences.

Requirements:

- NQF level 6 qualification in Music, or Arts Management, or similar
- 5 years' experience in Arts Management, particularly Music Event Management
- Excellent Skills in MS Office, Web Content Management
- Excellent writing and communication skills
- Willingness to work flexible hours including evenings and weekends

Responsibilities:

- Concerts management to include concerts Planning, budgeting, the appointment of ad-hoc staff for concerts
- Marketing, publicity, planning and fundraising for all SACM concerts which involves liaising with staff, students, the UCT community, and the general public.
- Maintain the SACM website
- Space management – Baxter, the Trenholm Conference Room (S4), Chisholm Recital Room (C7)
- Liaison Officer – for example at UCT: Baxter Theatre Centre, Vice Chancellor's Office, Development and Alumni Department, Communication and Marketing Department; external: South African Music Rights Organization, Cape Town Philharmonic Orchestra, Cape Town Opera, South African Jazz Educators.
- Coordinate auditions for competitions and external bodies

The annual remuneration package, including benefits, is between R439 276 – R516 794

To apply, please e-mail the below documents in a **single pdf file** to Mr Ian Peterson at Recruitment02@uct.ac.za

- UCT Application Form (download at <https://uct.ac.za/staff/internal-vacancies>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted.

Telephone: 0216502620

Department website: www.humanities.uct.ac.za/hum/departments/sacm

Reference number: E220429

Closing date: 23 November 2022

"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf. "

UCT reserves the right not to appoint.