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## PERMANENT POSITION

The Joburg City Theatres (JCT) is an entity of the City of Johannesburg that stimulates and operates Joburg Theatre, Roodepoort Theatre and Soweto Theatre in order provide the integrated management of theatre.

**VACANCY REFERENCE:**

**REF NO: EC/05/2024**

**DESIGNATION:**

**EVENTS COORDINATOR**

**DEPARTMENT:**

**HOSPITALITY AND CATERING**

**REPORTING:**

**HOSPITALITY MANAGER**

**SALARY RANGE:**

**R17, 314.75 (basic salary excluding benefits)**

### Minimum Requirements

- Grade 12 (NQF4) or an equivalent qualification
- 1 year work experience in hospitality management or events management or travel & tourism, events coordination and planning or similar role.
- Certificate in hospitality management or events management or travel & tourism will be an added advantage.

### Primary Function

To ensure that all events/functions are planned in detail, providing full coordination to the kitchen and front of house operations, as well as including the providing outstanding customer service and organising memorable events that meet the best standards.

### Key responsibilities:

- Plan and design events while managing all project delivery elements within the limits.
- Liaise with clients to identify their needs and to ensure customer satisfaction.
- Provide feedback and periodic reports to Hospitality Manager.
- Propose ideas to improve provided services and event quality.
- Organize facilities and manage all event's details such as décor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material.
- Ensure compliance with insurance, legal, health and safety obligations.
- Specify staff requirements and coordinate their activities.
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day.
- Ensure that duty rosters are complied, making certain that adequate numbers of experienced permanent and casual waiting staff are on duty.
- Ensure that regular On-The-Job Training is carried out to enable staff to perform their duties correctly.
- Check equipment against the fiction checklist to ensure that no items have been misappropriated or mislaid.
- Submit all cost functions breakdown to the financial controller.
- Ensure that all quotes & final tax invoices are sent to client and financial controller timeously so avoid and bill discrepancies.
- Ensure that the purchasing and requisition process is always followed.
- Maintain proper inventory of all assets and hired operating equipment.

### Leading Competencies

- Work under pressure.



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JOBURG · SOWETO · ROODEPOORT

- Computer Literacy in Windows and Macintosh
- Good written and oral communication in English
- Excellent planning, organising, and coordinating and time management skills.

### **Core Competencies**

- Great interpersonal and communication skills.
- Ability to work in teams and individually.
- Good time management and organizational skills.
- Ability to think creatively and synoptically and.
- Decision making skills.

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**Interested persons are requested to send their cover letter, detailed CV, recently certified copies of their qualifications and the Identity documents not longer than three months, quoting the relevant reference number to: Thomas Sadiki email [Jobapplications3@joburgtheatre.com](mailto:Jobapplications3@joburgtheatre.com)**

**Enquiries: (011 877 6931/6918)**

**Publication date: 28 May 2024**

**CLOSING DATE: 13 JUNE 2024**

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### **NOTE:**

- JCT offers a market-related salary commensurate with qualifications and experience.
- JCT is an equal opportunity employer, therefore preference for this position will be given to candidates whose appointments will enhance representation in line with its EE targets.
- Applicants must note that further checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks, which include qualification authentication, criminal records, and previous employment.
- JCT reserves the right not to fill the position or to re-advertise it. Where applicable, candidates may be expected to undergo psychometric assessments.
- It is the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide the evaluation results.
- Please include copies of your qualifications with your application.
- Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.