

CAYMAN NATIONAL CULTURAL FOUNDATION

JOB DESCRIPTION

JOB TITLE: **PROGRAMME ASSISTANT**

EQUATES TO CIG SALARY GRADE: **P**

REPORTS TO: **PROGRAMME MANAGER**

I. JOB PURPOSE

The post holder will support the Programme Manger with development and execution of the annual CNCF programme including festivals, programming and school liaison and resource. They will respond efficiently, within strict deadlines and with a minimum amount of supervision, to work flow that arises from their immediate supervisor, the Programme Manager, and wider management.

2. DIMENSIONS

The post holder will work within the Events and Programme teams to realize the following Outputs annually:

- A. Annual festivals: Cayfest, Red Sky at Night, Gimistory, and carnivals
- B. General CNCF educational and outreach programmes, both on site and within the wider community
- C. School programming at Mind Eye, the Harquail Theatre, and in the classroom
- D. A robust online resources programme for students and the wider public

3. PRINCIPAL ACCOUNTABILITIES

The post holder will facilitate the smooth operation of:

FESTIVALS & SPECIAL PROJECTS

Assist the Programme Manager with the development, administration and delivery of CNCF annual festival programme including, but not limited to:

- (i) Cayfest festival of the arts,
- (ii) CARIFESTA.
- (iii) Gimistory storytelling festival.
- (iv) Young-at-Arts youth programmes.
- (v) other performing, visual and literary arts and community events that CNCF may support

from time-to-time.

GENERAL PROGRAMMING

The post holder will support the Programmes Manager in the delivery of both onsite and offsite CNCF education and outreach programming and special projects including:

- (i) Deliver off-site school tours and activities and support special community projects as assigned
- (ii) Acting as school tour guide and classroom assistant.
- (iii) Assist with the creation and delivery of educational materials and services, including leaflets, brochures, self-guides, demonstrations, tours, classes, exhibits, lectures, and workshops
- (iv) Maintain footfall document for exhibition hall and education programmes and provide details for departmental reporting.
- (v) Developing existing, and nurturing new, relationships with community groups across all three islands to support visitor growth (number and diversity).
- (vi) engaging in communications with programme clients, working within team on productions, projects, events, conferences, workshops and other initiatives, in response to management's instructions
- (vii) Soliciting and handling registrations of performers, youth, vendors and other participants in CNCF programmes/projects
- (viii) Producing some design / layout of graphic materials for Cultural Foundation advertisements, brochures, magazines, reports and other print and promotional materials
- (ix) Setting up the theatre auditorium and other venues to ready them for the Foundation's programmes and related education events.
- (x) Assisting with the maintenance and set up of the Minds Eye Centre.

GENERAL ADMINISTRATION

The post-holder will provide support for the Cultural Foundation's administrative office by:

- (i) Handling reception, both on the telephone and in person, so as to assist the public and, as instructed, advise them as to the activities of the Cultural Foundation.
- (ii) Preparing and distributing correspondence and other mail between the Cultural Foundation and the organisations with which it conducts business.
- (iii) Operating office equipment, such as personal computers, scanners, photocopiers and facsimile machines.
- (iv) Supporting other work as required.

4. BACKGROUND INFORMATION

The Cayman National Cultural Foundation's mission is to stimulate, facilitate and preserve cultural and artistic expression generally, particularly the preservation and exploration of Caymanian performing, visual and literary arts.

The post holder has a great deal of contact with the public, and serves a pivotal role with regards the efficient operation of the organisation.

5. KNOWLEDGE, EXPERIENCE AND SKILLS

Post holder must:

- (i) be a college graduate with an minimum of an associate degree in cultural management, teaching/education, arts administration, teaching or a related field, with at least two years' experience in a professional environment
- (ii) have a genuine desire to work in the arts and cultural development
- (iii) be highly organised, detail oriented and able to work well under pressure
- (iv) be articulate, with strong communications skills and comfortable in high pressure environments
- (v) be demonstrably accurate when calculating figures
- (vi) be computer literate (proficient in MS Office and Adobe Illustrator / Photoshop)
- (vii) be able to interact with people both within and outside of the organisation in a professional and courteous manner
- (viii) have a valid Cayman Islands driver's license and own transportation.

6. ASSIGNMENT AND PLANNING OF WORK

The post holder responds to objectives set by the managers and, at times, team members. Some of the objectives are set daily, and others are longer term projects, which the post holder must prioritise him/herself.

7. SUPERVISION OF OTHERS

The post holder is responsible for communicating management's instructions to the support, ancillary and volunteer staff and reporting on their status.

8. OTHER WORKING RELATIONSHIPS

The post holder has a great deal of daily interaction with the general public, on the telephone, in written communications and in person.

Additionally, he/she must assist with identifying and motivating volunteers from a wide cross-section of the community to support and participate in CNCF programmes and projects.

10. DECISION MAKING AUTHORITY AND CONTROLS

The Programme Assistant should advise the team on cost-effective options within the budget areas for which he/she is given responsibility.

11. PROBLEMS/KEY FEATURES

In spite of the labour intensive nature of the field, the broad programming scope and the demands of concurrent deadlines, the Foundation operates with a modest complement of paid staff. Identifying and obtaining commitments from volunteers is a particularly important and challenging dimension of working with the organisation.

12. WORKING CONDITIONS

In addition to the standard workweek, the post holder will be present at rehearsals, performances and other activities according to the programming demands. Weekend, evening and holiday hours are frequently required because of the nature of the operation and in order to coordinate with the schedules of volunteers.

AGREED BY:

Jobholder (Signature)

Manager (Signature)

Jobholder (CAPITALS)

Manager (CAPITALS)

Date:

Date: