

CAYMAN NATIONAL CULTURAL FOUNDATION

JOB DESCRIPTION

JOB TITLE: PROGRAMMES MANAGER

EQUATES TO CIG SALARY GRADE: K

REPORTS TO: MANAGING DIRECTOR

I. JOB PURPOSE

The post holder is responsible for the coordination and efficient production of Cayman National Cultural Foundation (“CNCF”) programming, including all performing, visual and literary arts festivals. The post holder will liaise closely with the Managing Director and coordinate the budgeting, cost control and successful delivery of all activities, utilising and overseeing volunteers as required.

2. DIMENSIONS

- A. The post holder is responsible for successfully delivering three large scale festivals annually, including Cayfest festival of the arts, Gimistory storytelling festival, Young-at-Arts youth and additional festivals or programming as assigned.
- B. They are responsible for budgeting, cost control/monitoring and reporting on each programme, festival or activity under their remit. Reporting regularly to the Managing Director and highlighting any changes or unexpected costs.
- C. The post holder will appoint and oversee volunteer committees for each programme, as necessary. They will report directly to the postholder and support the planning and execution of programmes.

3. PRINCIPAL ACCOUNTABILITIES

- A. Devise and implement strategies and planning for the successful realisation of each programme both in the CNCF Purchase Agreement and other projects, on or before the pre-agreed deadline, including by:
 - (i) managing all logistical aspects of the programmes to ensure an efficient production that meets the needs of the community.
 - (ii) developing and seeking approval of a schedule of events for each programme and working to manage all activities in accordance with this approved schedule. The schedule is expected to ensure all programming and events are presented to the public in a timely and professional manner.
 - (iii) stimulating involvement of groups/individuals to serve on committees, confirm volunteer appointments, offer training, set expectations, and offer guidance and

- feedback as necessary.
- (iv) assisting with securing sponsorship for the programmes in order to meet budgetary demands, including writing proposals, developing relationships and generating post programme reports for sponsors.
- B. Prepare and submit for approval budgets for each programme and subsequently working to adhere to these budgets, reporting all on variances and providing [monthly/weekly] reporting on all income and expenditure.
 - C. Enhance audience attendance by working with marketing personnel to design and execute promotional campaigns for the programmes.
 - D. Fully document the programmes for the Foundation's cultural archive, including all collateral, photos, volunteers, costs, sponsors, and participants/visitor numbers. Archives must be retained in accordance with National Archives Act.
 - E. Engage in regular evaluations of the programmes and prepare and submit bi-monthly written reports and recommendations to the Artistic Director and Managing Director for presentation to the board.

4. ORGANISATIONAL CHART

See attached organisational chart.

5. 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.

For budgetary and funding purposes, CNCF sells cultural programmes (Outputs) to the Government of the Cayman Islands. These programmes are designed to realise strategic goals for the development of art and culture in the Cayman Islands. It is therefore imperative that delivery of all CNCF Outputs be delivered according to the measures described in our budget submission with regard to quality, quantity, location, timeliness and cost.

Within this mandate, the post holder coordinates certain programmes of the Foundation, reporting to the Director on programming, artistic, administrative and financial matters.

6. KNOWLEDGE, EXPERIENCE AND SKILLS

Post holder must:

- (i) hold a graduate degree, or comparable professional qualifications, in a cultural or community development field and at least three years' experience in a position of responsibility in an arts/cultural environment
- (ii) have a proven background in and commitment to the arts via experience in cultural management along with a sound knowledge of Cayman Islands cultural heritage and the wider cultural and arts scene.
- (iii) be able to work with project management software and demonstrate prior experience of developing and managing a budget and delivering a project on time and within budget
- (iv) experience coordinating large scale public events

- (v) have prior experience of planning and delegating tasks to others
- (vi) have strong community links and the ability to motivate people
- (vii) be a creative thinker, capable of detailed planning and able work on his/her own initiative
- (viii) be articulate with excellent writing skills, and be computer literate
- (ix) be able manage multiple tasks simultaneously and meet deadlines

7. ASSIGNMENT AND PLANNING OF WORK

The post holder develops his/her proposals and submits these to the Director and the board for approval, within the timeframe agreed with the Director. He/she then executes the approved activities to specified deadlines, with the assistance of the Education Officer (s), technical and operational staff, and volunteer committees.

8. SUPERVISION OF OTHERS

The post holder sets objectives for and supervises assigned technical and maintenance staff, and the several separate volunteer committees in order to realise CNCF's programmes assigned to him/her by the Director.

Frequent contact and planning meetings take place between the Programmes Manager, other team members, various committee heads and individual volunteers.

9. OTHER WORKING RELATIONSHIPS

As directed, he/she represents the Foundation to the private sector, the media and the community at large in order to promote the programmes of the Cultural Foundation, and to raise sponsorship.

10. DECISION MAKING AUTHORITY AND CONTROLS

The Programmes Manager is responsible for planning and scheduling the events of the assigned programmes in keeping with the overall vision of the Director. He/she determines the apportionment of expenditures within the relevant programmes budgets, reporting on these to the Managing Director.

11. PROBLEMS/KEY FEATURES

The Cayman National Cultural Foundation is charged with the development of culture within the Cayman Islands, primarily as it relates to the performing, visual and literary arts. A consequence of the rapid economic growth experienced by the Cayman Islands in recent years and the resultant influx of cultural influences from abroad, is that youth and many adults have little or no direct experience of Caymanian cultural heritage. The Foundation seeks to identify and foster appreciation for a Caymanian cultural identity which by definition, is not a static entity, but an ever evolving response to and expression of the historical and presently continuing experience of life.

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 schedule and be present at events and 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: