



CAREER OPPORTUNITY

The Jamaica Cultural Development Commission (JCDC) a Statutory Body within the Ministry of Culture, Gender, Entertainment and Sport with a mission to influence national development positively, by creating opportunities that unearth, develop, preserve and promote the creative talents and cultural expressions of the Jamaican people, through a professional and dynamic team; hereby invites applications from suitably qualified persons to fill the position of:

Drama Development Specialist (Level 4)

Under the directive of the Director, Arts Development & Training, the Drama Development Specialist responsibility is to develop, promote, market, support, showcase, document, implement and manage the Drama Development Programme. This is geared towards achieving overall efficiency and effectiveness of the Department in fulfilling the mandate of the organization.

Functions

- Conceptualizes, Plans and implements annual competition(s), exhibitions, workshops, seminars etc. in Drama.
- Organizes and collaborates with members of Subject Committee, staff and other stakeholders to execute projects, events and activities and identifies and utilizes resources and opportunities to advance the goals of the Unit and the Commission.
- Creates, compiles, monitors and updates as necessary, competition rules and regulations and adjudication guidelines and procedures of the three genres in keeping with trends and developments within the various fields and changing customer needs.
- Monitors budgetary expenditure and the procurement of goods and services needed and assists with the follow-ups of payments to creditors for Drama.
- Produces and submits content for brochures, leaflets, reports, articles, features, profiles, press releases and other material for Drama.
- Provides support, technical and professional skills and expertise in the production and staging of events and activities for Drama
- Performs any other duties as may be assigned from time to time which includes exercising high end skills in conceptualizing, guiding and formulating policy and programs, representing the Commission and or on occasion the Executive Director at various Meetings, functions and or events, serving as advisor to subject related national committees

Qualifications & Experience

- First Degree in a relevant area of study, Management/Administration, Education or other related fields or Diploma in Teacher Training in the appropriate Subject Area.
- Proficiency in the use of computer software applications such as MS Word, MS PowerPoint, MS Excel, MS Publisher and MS Internet.
- Certification or experience in Event Management/Production is an asset.
- Five (5) years experience as a practicing artist, teacher, writer, historian etc. or paid and/or voluntary experience in Arts Management/Administration

Compensation Package

- Salary: \$1,821,040.00 - \$2,164,644.00 per annum
- Full Upkeep : \$707,448.00 per annum (Tax free allowance)

Suitable applicants should submit an application letter with detailed resume
no later than **Friday, December 15, 2017**

to:

The Director of HRMD&A

Email: jcdccaropps@gmail.com

Subject: Drama Development Specialist

Thank you for your interest in this position, however, only shortlisted candidates will be contacted.