JOB ADVERTISEMENT
INTERNAL & EXTERNAL

Job Title	**PRODUCER** Salary: R60 877,98 per month TCT (Global Grade 13) Ref No. PRO 07/2025

About the Role

Purpose
The Producer works closely with the Artistic Director and is responsible and accountable for the implementation of the artistic programming, through effective and efficient planning and management of available financial, human, time and infrastructure resources. This is done in conjunction with the Head of Stage and Technical Services, Assistant Producer, Senior Producing Administrator, and Project Managers. The Producer also co-ordinates with the service departments to effectively implement and ensure box office and publicity success on the artistic programming.

Key Performance Measures

Produce all productions and co-productions
- Negotiate with artists, agents and producing-partners on fees for productions an projects, including contracting of such.
- Managing of Creative/Artistic Team/Producing-partners in relation to adherence to contracts and deliverables per project.
- Implement the creative decisions of the Artistic Director and Artistic Team as well as managing rentals and minor partnerships.
- Draw up and monitor Operating Budgets for each project/play.
- Negotiate the non-returnable advance author’s royalty, ensuring the contract between Author and the Theatre is equitable and adhered to in relation to the performance license.
- Monitor theatre attendance and facilitate decision making with regard to extensions and cancellations.
- Oversee Webticket and External Rentals working closely with delegated employee.
- Communicate with service departments.

Financial Management
- Preparation and management of income and expenditure budget, overheads and projects.
- Provide cash flow projections for the annual artistic programmes and manage receipts and expenditure of project funding so that projects do not run out of funds.
- Provide input during budgeting cycle.
- Prepare departmental and production budgets in line with the strategic objectives of the organisation and in collaboration with the Artistic Director.
- Manage and monitor financial risk.
- Provide annual and quarterly report information on time.
- Identify income generation opportunities.

People Management
- Delegate and empower staff to increase contribution and level of responsibility.
- Implement the performance management system within own area of operation.
- Recognise individuals and teams and provide developmental feedback in accordance with performance management principles.
- Effectively deal with staff discipline.
- Supervise staff (fair, firm and assertive).
- Handle staff disputes fairly and honestly by following labour law principles and MTF’s policies.
- Identify competencies required and suitable resources for specific tasks.
- Ensure training and development of staff within your own division.
- Monitor team members and measure effectiveness of performance.
- Manage own time as well as time of colleagues and other stakeholders.
- Manage conflict through a participatory transparent approach.
- Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks.
- Submit to AD reports on activities of individual team members working remotely.
- Ensure consistent compliance to MTF policies and procedures, corporate governance and

Key Performance Measures	relevant legislation, including PFMA, National Treasury Directives and SCM prescripts, to name a few. **Management of performance information** • Ensure achievement of annual performance plan targets as set out in the Strategic Performance Plan. • Timeously submit quarterly performance information report – results against predetermined targets. • Report clearly detailed reasons for variance (under/over achievement). • Provide information for annual report. • Ensure the department has sufficient documentation and proof to substantiate each performance information outcome. **Risk Management** • Implement actions to mitigate risks. • Escalate new risks that emerge at Risk/Management meetings. • Effective implementation of the risk management strategy. **Asset Management** • Manage assets within the unit. • Ensure proper recording of assets within the unit. • Track and monitor the movement of assets within the unit. • Conduct asset verification. • Determine the useful life of the asset. • Manage the disposal of fixed assets written off within 3 months of write off.

Desired Experience & Qualification	**PREFERRED QUALIFICATIONS, SKILLS, EXPERIENCE** **Qualifications** • Degree in Arts Management, Dramatic Arts, or Theatre and Performance (or similar) and experience. **Additional** • Project Management Diploma or similar is an advantage **Experience** • At least 5 years' experience in the Arts with a producing focus **PERSON SPECIFICATION (KNOWLEDGE, SKILLS AND ATTRIBUTES)** **Behavioral Competencies / Performance Drivers** • Good communication skills • Good listening skills • Negotiating skills • Flexibility • Interpersonal skills • Critical thinking • Firmness and fairness • Teamwork • Tolerance • Patience • Problem solving skills • integrity • Project Management • Attention to detail **Technical Competencies/Professional Expertise** • Understanding Public Finance Management Act (PFMA) and procurement process • Ability to provide artistic input to programming • Ability to provide artistic mentorship as part of production • Understanding the Cultural Industries Policy Framework and how it impacts on content generation and interaction/engagement with constituencies • Budgeting • Sound financial management • Sound labour knowledge (impact on contracting) • Planning • Understanding of the South African arts sector **Leadership Competency Requirements** • Ability to provide mentorship and lead by example • Integrity • People management

	Interested persons who meet the requirements are invited to send a concise CV to the Human Resources Department via e-mail to vacancies@markettheatre.co.za **Please indicate the reference number of the post. ITC & criminal checks will be conducted and where applicable, candidates will be subjected to an assessment test.** **Should you not hear from us within 30 days after the closing date, consider your application unsuccessful. Correspondence will be limited to shortlisted candidates only. No late applications will be considered.** **The Market Theatre Foundation reserves the right not to make any appointment(s) to the above post. Preference will be given to candidates in line with the Employment Equity Plan.** **Enquiries may be directed to Refiloe Chesane @ (011) 832 1641 ext 221** **THE CLOSING DATE FOR THIS POSITION: 18 August 2025.**