

GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Arts and Culture
Post: Theatre Manager
Salary: Rs 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (05 49 75)
Effective Date: 3 July 2014

Qualifications: A. A degree in Management or Human Resource Management or Performing Arts Management or Leisure and Recreational Management or an equivalent qualification acceptable to the Public Service Commission.
B. Candidates should –
(i) reckon at least four years' experience in the management of a theatre or a similar entity;
(ii) possess good supervisory and administrative skills; and
(iii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Duties: 1. To be responsible to the Director of Culture for the day-to-day administration of the theatres and recording studio, including matters pertaining to human resources, finance and procurement and supply.
2. To advise management on the formulation of policies on matters relating to the administration of the theatres operating under the Ministry.
3. To be responsible for the day-to-day administration as well as for all assets and equipment of the theatres and recording studio.
4. To prepare maintenance and servicing schedule for plant, equipment and projectors.
5. To make necessary arrangements for protocol, liaise with staff and stakeholders of the Ministry in connection with events/functions/activities, as and when required.

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CERTIFIED CORRECT

S. Chandrasingh
for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

3 July 2014

Date.....

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6. To assist the Director of Culture in the organisation and management of cultural events, including National and Regional Festivals and shows organised by the Ministry.
7. To submit regular reports on the activities of the theatres and to highlight shortcomings, if any.
8. To prepare overall annual budget of the theatres.
9. To process booking of the theatres and maintain a calendar of events/activities.
10. To be in charge of and monitor maintenance and renovation works at the theatres.
11. To supervise Technicians and other officers posted at the theatres.
12. To submit proposals for training of officers posted at the theatres, as may be required.
13. To use ICT in the performance of his duties.
14. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Theatre Manager in the roles ascribed to him.

Note

The Theatre Manager may be required to work at staggered hours.



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S. Chandras
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for Senior Chief Executive
Ministry of Civil Service and
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