



Government of the Republic of Trinidad and Tobago
**Ministry of Community Development,
Culture and the Arts**

JOB TITLE	COMPANY MANAGER
REPORTS TO:	BOARD MANAGEMENT
SUPERVISES:	<ul style="list-style-type: none">• ARTISTIC DIRECTOR• CORPORATE SERVICES COORDINATOR• SENIOR RESEARCHER

JOB SUMMARY:

The Company Manager facilitates the development of the National Theatre Arts Company and ensures that its aims and objectives are met. He/she directs the planning and oversees the implementation of operations and arrangements so that artistic vision of the Company is realized. He/she has responsibility for the day-to-day operations including finance, marketing, development, planning, general administration and human resources the Company. He/she advises and makes recommendations to the Board of Management.

MAJOR RESPONSIBILITIES:

- Facilitate the execution of Board decisions by acting as the primary staff liaison, making policy recommendations and providing avenues for Board participation in accomplishing the vision and mission.
- Develop, administer and review Company's plans and policies, with particular reference to detailed financial forecasting, risk analysis,

marketing and audience development, overall operational planning and monitoring arrangements.

- Monitor the financial well-being of the Company, ensuring that budgets are adhered to; that effective financial systems and procedures are in place; that revenue is maximized; and, that there is timely and accurate reporting to the board.
- Work closely with the Artistic Director to develop and monitor annual and production/project budgets and to monitor progress against financial targets.
- Work in partnership with the Artistic Director to manage and produce the Company's programming and schedule of work.
- Lead the human resource functions including the development, management, and, employment policies and practices.
- Manage the Company's assets including administrative and IT systems, equipment and material, premises and vehicles.
- Undertake strategies for developing audiences for the artistic work, through aligning artistic outputs to marketing, communications and public relations strategies.
- Supervise the conceptualization, review and strengthening of marketing strategies to promote, the Company's identity and reputation.
- Procure services of external agencies and/or consultants to examine, review, audit and investigate operations, methods, policies and procedures.

SKILLS, KNOWLEDGE AND ABILITIES:

- Advanced oral and written communication skills.
- Advanced organizational and administrative skills.
- Advanced analytical skills.
- Advanced supervisory skills.
- Advanced negotiating skills.
- Detailed knowledge of strategic planning and management.
- Detailed knowledge of research tools and procedures.
- Detailed knowledge of sound financial practice, procedures and systems.
- Working knowledge of relevant legislation and regulations.
- Working knowledge of theory and practice of contemporary performance and productions.
- Working knowledge of supervisory practices and principles.
- General knowledge of the performing arts.
- General knowledge of the stage production process.

- General knowledge of a range of computer application including word-processing, databases, media and web technologies.
- Able to provide leadership in a creative environment.
- Able to inspire and work with a team.

EDUCATION AND TRAINING:

- Post-graduate qualifications in performing arts administration, programme management, project management or a related field.

EXPERIENCE:

- Experience in financial management and budget control particularly in the public sector.
- Experience of the preparation and monitoring of budgets and of production and presentation of financial reports.
- Experience of developing and implementing strategic/business plans.
- Experience of administration in a fast-paced, creative environment.