



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

JOB SPECIFICATION

JOB TITLE:	Cultural Programme Coordinator
MINISTRY / DEPARTMENT:	Community Development, Culture and the Arts
DIVISION:	Culture Division

KEY FUNCTIONS:

Coordinate/implement the activities associated with the project/programmes of the Ministry, visiting work sites, negotiating with community and other organizations in relation to the project objectives, sensitizing stakeholders as to the existence of the project and other related duties.

DUTIES AND RESPONSIBILITIES:

- ✓ Assists in the implementation of programmes for the Division of Culture.
- ✓ Assists in the implementation of the strategic plan in the Division.
- ✓ Designs cultural programmes for the community.
- ✓ Promotes and implements cultural programmes and secures community participation in the process.
- ✓ Arranges and facilitates technical training programmes, lectures, demonstrations and exhibitions for interested parties in the community.
- ✓ Any other services as directed by the Permanent Secretary or Director of Culture.

KNOWLEDGE, SKILLS AND ABILITIES

- ✓ Proficiency in an artistic discipline or a related field e.g. Event Management.
- ✓ Arts management.
- ✓ Ability to work in teams.
- ✓ Excellent written and oral skills.
- ✓ Computer literate.
- ✓ Ability to administrate community based projects/programs.

Negotiate with community and national organizations on behalf of SPICU

EXPERIENCE AND TRAINING

Training as evidenced by a degree/diploma in the Arts or related field experience in execution of community or other project is essential; training in project management is a definite asset. Must be Computer Literate.