



# Ministry of Community Development, Culture and the Arts

## CAREER OPPORTUNITY

The Ministry of Community Development, Culture and the Arts implements initiatives which embrace our creativity, diversity and sense of community to stimulate national development and transformation. To this end, the Ministry is seeking to recruit suitably qualified, innovative and passionate candidates to apply for the following **contract** positions:

### Culture Division

#### Cultural Programme Coordinator

Coordinate/implement the activities associated with the projects/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.

#### Steelband Liaison Officer

The position of the Steelband Liaison Officer is to plan, organize and the implementation of cultural and artistic events under the auspices of the Development of the Competencies in the Literary, Visual and Performing Arts and especially to work closely with the 300 plus Steelbands so as to improve the quality of music programmes offered to communities.

#### Assistant Researcher

Participate in the design, execution, analysis and evaluation of the work in the Research Unit; assist in the digitizing and cataloguing of research material related to the culture sector.

#### Driver/Courier

The incumbent is required to provide reliable and safe driving services for the transportation of personnel and or materials/equipment and to perform messenger duties such as collecting and delivering mail, documents, stores and other supplies. Duties also include the routine maintenance of the vehicle and operating standard office equipment.

### National Registry Of Artists And Cultural Workers

#### Network Specialist

The position of Network Specialist will provide technical support in the Secretariat for the National Registry of Artists and Cultural Workers related to the maintenance of an integral network of computers and related hardware to support its electronic database, web publishing, online access and digital application processes. The officer will also be required to provide support to ongoing initiatives of the Culture Division as it seeks to address developments in this dynamic sector.

### National Theatre Arts Company, NTAC

#### Human Resource Analyst

The Human Resource Analyst is responsible for establishing and maintaining professional working relationships with company staff and various stakeholders and the management of the Human Resources of the National Performing Arts Entities in additional to the Company's corporate and social responsibility.

#### Company Manager

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 of the Company.

#### Senior Researcher

The incumbent is the resident expert on referential and contextual information concerning plays and other theatrical works and assists in background research for the National Theatre Arts Company. He/she conceptualizes, leads and oversees the research programme and research activities of the Company. He/she gathers and documents information on the themes, language, history, and criticism of plays.

#### Technical Coordinator

The incumbent is responsible for coordinating, scheduling the technical operations and manages the facilities of NTAC. He/she oversees the design, construction, installation and maintenance of buildings, sets, props, sounds and lights for training rehearsals, performances and productions.

#### Costume Coordinator

The Costume Co-ordinator is responsible for planning, constructing, maintaining, altering and storing costumes, materials and accessories for theatrical productions of NTAC. He/she creates the look of each character by designing costumes and accessories for performances and manages the wardrobe. He/she collaborates with artistic and technical staff to ensure that costumes are smoothly integrated into the productions as a whole.

Interested persons must submit their resumes and cover letter to the following:  
**Director - Human Resource Services, Ministry of Community Development, Culture and the Arts**  
**Corner Jerningham Avenue and Queens' Park East, Port of Spain**  
or to: **Career\_Opportunity@community.gov.tt**

Your correspondence must include the name of the position for which you would like to be considered.

A detailed Position Description may be found on the Ministry's website: **www.cdca.gov.tt**

The deadline date for submission of applications is **September 26, 2016**

*We thank all applicants for their interest and advise that only short-listed candidates will be contacted.*

Level 20, Nicholas Tower, 63-65 Independence Square, Port of Spain  
1-(868)-625-6088; 624-7360; Fax:1-(868)-627-1941; [www.cdca.gov.tt](http://www.cdca.gov.tt)



# Ministry of Community Development, Culture and the Arts

## CAREER OPPORTUNITY

The Ministry of Community Development, Culture and the Arts implements initiatives which embrace our creativity, diversity and sense of community to stimulate national development and transformation. To this end, the Ministry is seeking to recruit suitably qualified, innovative and passionate candidates to apply for the following **contract** positions:

### National Theatre Arts Company, NTAC

#### Stage Manager

The Stage Manager oversees the rehearsals and performances of the National Theatre Arts Company and manages the backstage and onstage areas during in-house and touring performances. He/she assists the director and coordinates technical elements for the smooth running of rehearsals and performances. He/she synchronizes the actors, technical staff, sets and props, costume fittings and scene changes during rehearsals and performances.

#### Resident Player

The Resident player performs parts in theatrical production of the National Theatre Arts Company for entertainment, information, or instruction. He/she interprets performance roles through speech, gesture and body movement to entertain and/or inform audiences.

#### Apprentice Player

The incumbent is responsible performing small roles and understudies larger roles in stage productions by the National Theatre Arts Company for entertainment, information, or instruction. He/She interprets performance roles through speech, gesture and body movement to entertain and/or inform audiences.

#### Business Operations Assistant I

The incumbent will provide administrative support for the efficient running of the National Performing Arts Entities. He/She will be required to perform a range of diverse clerical and administrative activities for the Theatre Company utilizing established office procedures and practices

#### Driver/Courier

The Driver/Courier is responsible for the collection, transport and delivery of correspondence, packages, personnel and equipment for the National Theatre Arts Company.

### National Steel Symphony Orchestra, NSSO

#### Operations Manager

The incumbent is responsible for ensuring that scheduling and production of all orchestra events (concerts, rehearsals, tours and special events) run smoothly, effectively and in a financially responsible manner. The Operations Manager also functions as a liaison between the orchestra and the rest of the Association. The incumbent also ensures that the Stage and Equipment Manager is able to perform duties effectively, whereby both positions are responsible for the care and maintenance of all equipment of the NSSO.

#### Public Relations/Marketing Manager

The incumbent is responsible for developing, coordinating and implanting the marketing and communication plans of the National Steel Symphony Orchestra (NSSO) to meet the Orchestra's fund raising and publicity goals. He/she works closely with the Board of Directors and staff in the area of marketing, sales and promotions for the NSSO.

#### Stage and Equipment Manager

The incumbent is responsible for the overseeing of rehearsals and performances of the NSSO and manages the backstage and onstage Areas during in-house and touring performances and the maintenance and security of all stage equipment. He/she assists the Director and co-ordinates technical elements for the smooth running of rehearsals and performances. He/she synchronizes the musicians, technical staff, sets and props and scene changes during rehearsal and performances.

#### Artistic Music Director

To nurture the development of the talented pannists of Trinidad and Tobago, both within its membership and in the nation, and to present a cohesive orchestra with a repertoire that reflects the multiculturalism of the nation along with other world music while maintaining a high caliber of performance at all times.

#### Musician II

The incumbent is responsible for playing various types of music (Jazz, World Music, Classical and Folk). He/she assists with selection of music for Sections and Ensembles. He/she also assists with inventory and technological advances of Section and/or Ensemble instruments, uniforms and equipment.

Interested persons must submit their resumes and cover letter to the following:  
**Director - Human Resource Services, Ministry of Community Development, Culture and the Arts**  
**Corner Jerningham Avenue and Queens' Park East, Port of Spain**  
or to: **Career\_Opportunity@community.gov.tt**

Your correspondence must include the name of the position for which you would like to be considered.

A detailed Position Description may be found on the Ministry's website: **www.cdca.gov.tt**

The deadline date for submission of applications is **September 26, 2016**

***We thank all applicants for their interest and advise that only short-listed candidates will be contacted.***

Level 20, Nicholas Tower, 63-65 Independence Square, Port of Spain  
1-(868)-625-6088; 624-7360; Fax:1-(868)-627-1941; [www.cdca.gov.tt](http://www.cdca.gov.tt)