

## **Call for applications: NewMusicSA Project Manager**

South African music organization NewMusicSA is calling on qualified and experienced candidates based in South Africa to apply for the Project Manager position.

NewMusicSA is a non-profit arts advocacy organisation that promotes the creation, performance, and enjoyment of South African new music. Founded in 1999 and operating formally since 2003, NewMusicSA is the South African section (and current only African section) of the International Society for Contemporary Music (ISCM). With the growth of the organisation both locally and internationally, it aims to increase its professional management capacity. NewMusicSA seeks a new Project Manager - a dynamic, vibrant, action-oriented, proactive person.

The Project Manager will oversee necessary management, administrative, and logistical tasks and ensure effective implementation, control, monitoring and reporting. The Project Manager will also collaborate with the Program Manager in developing concepts, writing proposals and preparing budgets and work plans.

### **Key responsibilities**

Reporting to the **Program Manager**, the Project Manager will be responsible for the following:

#### **- Project Co-ordination**

- Provide leadership and ensure that all projects are delivered on time, within scope and budget.
- Develop detailed project plans to monitor and track progress.
- Devise, manage and monitor project budgets (strong Excel experience is a must).
- Co-ordinating of full production: planning, management, coordinating and financial control of annual activities.
- Oversee the drawing up of contracts for artists and production team.
- Reviewing and providing critical feedback on productions.
- Co-ordinating of all logistical, contractual and administrative issues related to the portfolio.
- Assist in the formulation and conceptualisation of new projects.
- Ensure that deadlines and deliverables are met.
- Produce and submit weekly and monthly progress reports.

#### **- Fundraising**

- Assist in the implementation of fundraising strategies:
  - Research and update funders' database and be aware of all key opportunities.
  - Create and develop relations with funders.

- Write and submit grant applications.
- Create professional information packs for funders and clients
- Build and maintain relationships with existing and new partners and stakeholders to enhance the project.
- Support for reporting to donors.
- **Communications:**
  - Management of the social media accounts.
  - Writing, posting, and driving campaigns.
  - Prepare newsletter content.
- **Administration:**
  - Perform the day-to-day administration duties of the project and various clerical tasks as needed.
  - Participate in internal meetings and communications.

## Requirements

In addition to having a proven track record in the above-mentioned functions, the successful applicant should be in possession of the following:

- **Qualifications:**
  - At least a Bachelor's Degree in Management, Administration or related subject. A relevant qualification in music / performing arts will be an advantage.
- **Experience:**
  - A minimum of three to five years working experience in a management administrative role co-ordinating similar projects, activities and/or events in music and/or performing arts.
  - Knowledge of norms of contracts and contracting, human resource management systems and basics of accounting.
  - Proven track record in budgeting, administration, planning and organising.
  - Experience with grants, fundraising (including proposal writing) and/or business development.
  - Advanced level of computer literacy (MS Office).
  - Knowledge of social networks and how they are being used to drive content.
  - Excellent oral and written communication skills in English.
- **Qualities:**

- A positive and flexible attitude.
- Professional and motivated to grow into increased responsibilities.
- Highly organized with ability to think and problem solve quickly and work under pressure. Must be able to work long hours, especially when deadlines are looming.
- Good negotiation skills.
- Have the spirit of initiative and the ability to work independently without constant supervision.
- Being based in Gauteng will be an advantage.

### **How to apply**

Interested candidates should send your CV outlining their formal qualifications and experience and a motivation letter of no more than two pages to [admin@newmusicsa.org.za](mailto:admin@newmusicsa.org.za) with 'Project Manager 2022' in the subject line of the email. The application process is ongoing, applications will be reviewed immediately. The successful applicant will be expected to begin working in mid-February, starting by shadowing the outgoing Project Manager. Applicants who do not hear from us by end February 2022 may consider their applications unsuccessful. Candidates from previously disadvantaged groups are encouraged to apply.

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