

Arts Manager | Jordan

- 3 days per week
- 600 - 700 JOD per month, depending on experience
- Permanent role, with a 3-month probation period

We are seeking an Arts Manager to support the Seenaryo team in this exciting period of growth in Jordan. This versatile role will, to some extent, be guided by the successful candidate's strengths. However, the principal responsibility will be managing Arts Programmes which currently include participatory theatre and training programmes for children and youth, with the potential to establish participatory choir programmes and a Women's Theatre programme (see our website for more detail). The role will also involve supporting the wider team with operational aspects of our work in Jordan. Responsibilities include:

- Setting up & managing Arts Programmes (logistics & content)
- Co-ordinating with Seenaryo's partners
- Co-ordinating & mentoring freelance staff members
- Evaluation: holding focus group discussions, data entry & some report writing
- Bookkeeping and paying freelance staff members
- Supporting operations such as funding applications & relationships with Ministry of Culture

It involves working closely with our staff team, partner organisations as well as our beneficiaries. The role would include visiting projects (e.g. in Mafraq, East Amman and elsewhere). The Arts Manager will be based at the Seenaryo Jordan offices in Shmeisani, Amman but office hours can be flexible and a certain amount of work can be done from home.

We are looking for someone with:

- An enthusiastic approach and the ability to multitask
- An ability to self-motivate, use initiative and work independently on projects from start to finish
- Experience in arts and/or the non-profit sector (preferred)
- Experience as an Arts/Theatre Facilitator and/or Director (preferred)
- Fluency in Arabic and English (English preferred but not essential)
- Knowledge of Microsoft Office
- Driver's license and car (preferred)

How to apply

Candidates should email lara@seenaryo.org with the subject "Arts Manager". The email should be in English and must include:

- Your CV
- A full covering letter outlining details of all relevant experience and an explanation of your interest in the role (no more than one page)
- Details of two references

Application Deadline: **Thursday 3rd October 2019 at 5pm** (Jordan time)
Interviews: **Week commencing 6th October 2019** (in Shmeisani, Amman)

The job will begin towards the end of October, an exact date will be discussed with the successful candidate.

About Seenaryo

Seenaryo is an arts and education organisation working with refugees and host communities in Lebanon and Jordan. Our holistic approach to education supports personal development, academic achievement and social cohesion.