

Arts Manager, Lebanon

- 3 days per week, in Ashrafieh, Beirut
- \$1100 per month
- Starting 1st May 2023 (or sooner depending on candidate's availability)
- 1 year contract with possibility of permanent employment depending on performance (3 month probation period)

[Seenaryo](#) is seeking a proactive individual, with a passion for the arts and experience in project coordination, to be part of an ambitious and fast-growing organisation. 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, youth and women. This role will be based in our office in Beirut, with visits to projects across Lebanon and regular contact via Zoom with our teams in the UK and Jordan. The Arts manager will work closely with the whole Lebanon team, interact with Seenaryo's team of 50+ freelancers and suppliers in Lebanon and will be managed by the Senior Arts Manager in Lebanon.

As a core member of a small team, the versatile position includes the following responsibilities (and will also involve supporting the wider team with operational aspects of our work in Lebanon):

Coordination & Management

- Establishing & managing the implementation of Seenaryo's Theatre projects in accordance with the Arts Workflow and the Senior Arts Manager
- Coordinating agreements & logistics with Seenaryo's partners to ensure smooth implementation of existing projects
- Seeking out and forging new relationships with partners for upcoming projects
- Complying with Seenaryo's Safeguarding and Code of Conduct procedures in all aspects of project management

Evaluation, Reporting & Comms

- Conducting project evaluation, analysing data and compiling short reports as needed
- Contributing to narrative reports for donors and fundraising proposals
- Creating content for Seenaryo's Social Media from projects
- Ensuring press presence at Seenaryo performances and events
- Preparing press packs as necessary in preparation of performances and events

Managing & mentoring freelance staff members

- Ensuring freelance staff are informed and well prepared for all engagements
- Monitoring and mentoring performance of freelance staff
- Assisting with the recruitment and training of new freelance staff members

Other Administrative Tasks

- Bookkeeping and paying freelance staff members
- Maintaining rigorous records in petty cash logs and providing correctly documented receipts for all payments and purchases
- Complying with Seenaryo Financial Procedures when paying staff, purchasing and making payments

We are looking with someone with:

- 2 years of coordination experience in the arts or non-profit sector (and/or directing or facilitating)
- An enthusiastic approach and the ability to multitask
- An ability to self-motivate, use initiative and work independently on projects from start to finish
- An openness to new challenges and learning new skills
- An ability to work within a small, multi-disciplinary team
- An ability to be creative with new ideas and effectively problem solve
- Fluency in Arabic and English
- An excellent level of written English & Arabic
- Experience using Microsoft Office and Google Suite (including Excel/Spreadsheets and Powerpoint/Slides), Google Drive and Zoom

How to apply

To apply, please complete [this form](#) **before 11 pm (Beirut time) on Sunday, 26th of March 2023**, and we will contact the shortlisted candidates for interviews after the closing date.

About Seenaryo

Seenaryo is a leading specialist in theatre and play-based learning with under-served communities in Lebanon and Jordan. We use theatre and play to transform education and support people to learn, lead, heal and thrive in their classrooms and communities. Having reached over 100,000 children, youth, women and teachers since 2015, Seenaryo was one of Expo 2020 Dubai's 120 Global Innovators, has lectured for New York University on their Teacher Fellowship, and has been featured in Al Jazeera and Prospect Magazine. In 2022, Seenaryo created 39 original theatre productions. We also trained 668 teachers to transform learning through play using the Seenaryo Playkit mobile phone app, reaching 15,574 schoolchildren.