

Arts Manager Job Description (Lebanon)

Arts Manager, Lebanon

- 3 days per week, in Ashrafieh, Beirut
- \$1100 per month
- Starting 1st March 2025 (or sooner depending on candidate's availability)
- 1 year contract with possibility of permanent employment depending on performance (3 month probation period)

Job Overview

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. 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 Heads of Arts in Lebanon.

Responsibilities and Duties

Coordination & Management

- Establishing & managing the implementation of Seenaryo's Theatre projects in accordance with the Arts Workflow
- 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
- Managing the scheduling and budget of all theatre projects in Lebanon, in line with current systems and processes including contracting freelancers, deciding on suitable space, time frames, tracking budget and liaising with partners

Evaluation, Reporting & Comms

- Conducting project evaluation, analysing data and compiling short reports as needed
- Gathering data from partners as necessary for reporting requirements
- 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

Strategy & Partnerships

- Meeting new potential partners to set up projects
- Arranging all logistics with partners before a project begins
- Maintaining contact with partners throughout and after projects to ensure smooth running and follow up
- Assisting with planning & strategy discussions relating to theatre programmes in Lebanon
- Co-ordinating and development of relationships with Seenaryo's partners and funders

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

As part of an ambitious and growing organisation the role will also involve engaging with the Lebanon team and wider organisation in other tasks not listed above, within reasonable expectation and in agreement with the Arts Manager's line manager e.g. contributing to Seenaryo guide development, etc.

Essential Qualifications and Experience:

We are looking with someone with:

- 2 years of coordination experience in the arts or non-profit sector
- 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 6 pm (Beirut time) on Sunday, 9th of February 2025**, and we will contact the shortlisted candidates for interviews after the closing date.

About Seenaryo

Participatory theatre and play can transform an individual's sense of agency. They gain the power to shape their own narrative and expand what is possible, individually but also through collective action. Working in Lebanon, Jordan and Palestine, Seenaryo uses theatre and play to support people to heal, lead and learn. We co-create performances with under-served communities, train future leaders and transform classrooms through play. Reaching 155,000 children, youth and women since 2015, Seenaryo won the Resilience in Action Award at HUNDRED 2024, the Arts, Culture & Heritage prize at the 2023 UK Charity Awards and was one of Expo 2020 Dubai's 120 Global Innovators.