

Arts Officer (Fixed Term Cover), Jordan

- **Daily rate:** 50-60 JOD (based on an average of 1–4 working days per week, depending on Seenaryo's needs)
- **Location:** Based at our office in Jabal Al Weibdeh, Amman, with field visits as required
- **Start date:** 1st November 2026
- **Contract type:** A freelance contract for a fixed period covering the period from 1st Nov 2026 to 31st May 2027 (with a 1-month probation period), which will be reviewed after that 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. The principal responsibility will be managing Arts projects which currently include participatory theatre and training programmes for children, youth and women. This role will be based in our office in Amman, with visits to projects across Jordan and regular contact via Zoom with our teams in the UK and Lebanon. The Arts manager will work closely with the whole Jordan team, interact with Seenaryo's team of 30+ freelancers and suppliers in Jordan and will be managed by the Head of Arts in Jordan.

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 Jordan):

Coordination & Management

- Establishing & managing the implementation of Seenaryo's Theatre projects in accordance with the Arts Workflow and the Head of Arts
- 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 (Amman time) on Sunday, 27 of Sep 2026**, and we will contact the shortlisted candidates for interviews after the closing date.

About Seenaryo

Working in Lebanon, Jordan, Palestine and Syria, Seenaryo uses theatre and play to support mental health, shape futures, and drive social justice. Over ten years, Seenaryo has developed a unique and radically participatory approach to theatre and learning. What began in community spaces in 2015, has moved into classrooms, onto stages and toured to international festivals. Reaching over 213,000 people in the last decade, Seenaryo won the Digital Innovation of the Year - Learning prize at the 2025 PIONEER Awards, the Resilience in Action Award at HundrED 2024, and the Arts, Culture & Heritage prize at the 2023 UK Charity Awards.