



**JOBURG CITY THEATRES
TEMPORARY POSITION AVAILABLE AT JOBURG THEATRE
AUGUST 2017**

The Joburg City Theatres (JCT) is an entity of the City of Johannesburg that stimulates and operates Joburg Theatre (Braamfontein), Roodepoort Theatre and Soweto Theatre.

The position is available immediately.

Interested persons are requested to send a cover letter and detailed CV to:
Mr. Thomas Sadiki, Human Resources Manager, Joburg City Theatres
jobapplications@joburgtheatre.com (please quote the reference number)
Enquiries: (011) 877 6821

CLOSING DATE: 5

SEPTEMBER 2017

Joburg City Theatres is an equal opportunity employer.

Preference will be given to designated groups including people with disabilities.

JCT reserves the right not to make an appointment. Applications must contain at least 2 referees. Please ensure that applications are accompanied by certified copies of qualifications as per job requirements. Certified copy of Identity document is a prerequisite.

If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.

**HOSPITALITY MANAGER [REF: HM/17]
JOBURG THEATRE
Salary: R165 099.00 per annum**

Purpose of the position: This position is responsible for the smooth management of the Joburg Theatre Banqueting operations.

Key responsibilities will include, but not be limited to:

- Management of events from client visits to end of actual event
- Compiling all quotes & final tax invoices for all events
- Maintaining a high level of service with all clients
- Responsible for the beverage cost of sales in all banqueting facilities
- Reporting on a regular and standardized basis to the Food & Beverage manager
- Conducting client site visits for all venues

- Ensuring that all client requirements are met
- Ensuring that all function sheets are circulated to entire food and beverage team at least a week prior to function date and time
- Rostering of all banqueting staff members and staff management
- Dealing with suppliers for hiring equipment, deco, flowers and audio & visual

Minimum Requirements:

- Grade 12
- At least 4-5 years as banqueting manager
- At least 8-10 years' experience within a food & beverage environment
- Experience in managing large scale events
- Experience in Microsoft office & Pastel is essential

Personality:

- People management and ability to train and develop all levels of front of house staff
- Excellent stock control skills
- Extensive knowledge in current event trends
- Attention to detail is essential
- Ability to use own initiative
- Ability to perform under stress
- Ability to work without supervision
- Ability to communicate at all levels with tact and diplomacy
- High level of work ethic and integrity
- Willingness to work unsociable hours Be available to work overtime as and when required