



POSITION: Entertainment and Events Administrator
DEPARTMENT: Entertainment & Events
Grade: Peromnes Grade 12

REQUIREMENTS

Purpose

To organise and execute all of the administrative responsibilities that facilitates the smooth running of the Entertainment and Events Department, including its office and various projects.

QUALIFICATIONS, EXPERIENCE, COMPETENCIES:

Qualifications:

- Matric
- Post matric certificate in events and/or entertainment as an added advantage.
- Computer skills

Experience:

- 3 years hospitality experience, entertainment and events experience
- Must be a proficient in JDE & CSD
- Administrative, planning, coordination and organizational skills
- Public, interpersonal communication and negotiating skills
- Ability to interact with people from various levels i.e networking
- Flexibility and ability to work under pressure
- Must be able to travel
- *Internal Applicants that have successfully completed a Durban Marine Theme Park talent management programme and display the necessary competence for the position will also be considered.*



Knowledge:

- Demonstrated strong verbal & written communication skills,
- Excellent problem solving skills
- Good interpersonal skills
- Ability to work well independently as well as within a team

KEY RESPONSIBILITIES OF THIS ROLE:

- Comply with company procedures, MMFA, SCM act and SLA with regards to administration and paperwork policies of all staff, artists and suppliers.
- Responsible for effective and efficient management of the department's budget's within its parameters
- Ensure that Financial statements for the entertainment and events department are administered according to the monthly projected budget
- Formulating budgets for each event and presenting them to Events and Entertainment Manager for approval prior to the event
- Supplying Finance Department with all necessary documentation - i.e. Purchase orders, signed contractual agreements, invoice requests, confirmation of payments and any other documentation that may be required. Ensure that payments are done in the month of the event or accrued for according to the SOP and all payments are followed up and paid timeously.
- Ensure that all members of the department contracts are in place and that proper HR procedures are followed
- Ensure that entertainment schedules, event plans and strategies are carried out and executed from start to finish, signed and filed.
- Responsible to drive, maintain and manage event sponsorship
- Maintaining a high level of communication between yourself, clients, artists, suppliers and the sponsors and keeping a constant paper trail in order to secure future sponsorship opportunities.



- Maintaining communication and reporting structures for all entertainment and events between the department and all respective role players.
- Working in accordance with the Health and Safety regulations at all times
- Maintain and develop a computerized database of artists and suppliers.
- Monthly reporting to the Entertainment Managers on events and entertainment progress reports
- Entertainment Manager together with administrator will compile a monthly breakdown structure of the entertainment and events budget.
- Ensure that Contracts are signed a month prior to their performance by artist and the Entertainment Manager.
- Assist in coordination and managing events on the day, ensuring that service levels are met and that the event is performed correctly and effectively as per function sheet.

Preference will be given to employees from the designated groups in line with the provisions of the Employment equity Act, No. 55 of 1998 and any amendments thereto), uShaka Marine World's internal recruitment policy as well as uShaka's employment equity plans

OPENING DATE FOR APPLICATIONS: 05 October 2018

CLOSING DATE FOR APPLICATIONS: 12 October 2018

SHOULD YOU HAVE ANY QUERIES REGARDING THE ABOVE POSITION,

PLEASE CONTACT **NICHOLAS CHONCO ON: 031 3288246**

NOTES

1. All applications, accompanied by an *up-to-date detailed CV*, should be forwarded to the HR Department: uShaka Marine World by e-mail, to Nicholas Chonco (nchonco@ushakamarineworld.co.za)
2. All applications forwarded directly to the applicable Departmental Head at uShaka Marine World will be disqualified.
3. Due to large number of responses anticipated correspondence will be limited to shortlisted candidates only. Applicants, who have not been contacted within **THREE** weeks of the closing date, may regard their applications as unsuccessful.