

# INSTITUTE OF JAMAICA

(An Agency of the Ministry of Culture, Gender, Entertainment and Sport)

Applications are invited to fill the following position in the Programmes Co-ordination Division of the Institute of Jamaica:

## **Programmes Manager - GMG/AM 3**

**Salary Range:** \$1,229,060.00 - \$1,460,966.00 per annum (plus any allowance attached to the post)

### **Job Summary**

Under the supervision of the Director of Programmes Coordination, the Programmes Manager curate the annual art in Preparatory School and National Schools exhibitions, plan all events including lunch hour concerts, award ceremonies, annual programmes/functions hosted by the Institute of Jamaica as well as to facilitate community and outreach programmes and conduct research on children related issues.

### **Key Responsibilities:**

1. Prepares budget, bimonthly, quarterly status, annual reports and work
2. Develops and produces various promotional documents such as flyers and brochures
3. Curates National Art in Schools Exhibitions
4. Coordinates the Long Service, Art & Craft in Schools and the Musgrave Medals Awards Ceremonies
5. Facilitates the execution of School, Community Outreach programmes and National/Heritage celebrations
6. Mounts/stages established and/or ad hoc concerts, exhibitions, lectures, seminars, workshops
7. Prepares the Lecture Hall for rental
8. Conducts academic research on issues related to children
9. Provides information for press releases for programmes/special events and submits this information to the Director of Development and Public Relations.

### **QUALIFICATIONS/EXPERIENCE**

- Bachelors Degree in Arts or the Social Sciences
- Certificate in Public Relations/Communications
- Certificate in Supervisory Management
- At least three years experience in a similar capacity

Applications should be submitted no later than **Friday, August 19, 2022** to:

**Director Human Resource Development and Management**

**Institute of Jamaica**

**10-16 East Street KINGSTON**

**Fax # 922-1147**

**Email: [personnel@instituteofjamaica.org.jm](mailto:personnel@instituteofjamaica.org.jm)**