



TOBAGO HOUSE OF ASSEMBLY
POSITION DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: CHIEF EXECUTIVE OFFICER

JOB SUMMARY:

The Chief Executive Officer facilitates the holistic development of the Tobago Performing Arts Company and ensures that its policies, as outlined in its strategic business plan, aims and objectives are achieved. The incumbent directs the planning and oversees the implementation of operations and arrangements so that the artistic vision of the Company is realized. The incumbent has responsibility for the operational management of the Tobago Performing Arts Company, including finance, marketing, development, planning, general administration and human resource. The incumbent advises and makes recommendations to the Board of Directors.

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| REPORTS TO: | The Board of the Tobago Performing Arts Company |
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| SUPERVISION GIVEN TO: | Heads of Departments |
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DUTIES AND RESPONSIBILITIES:

- Facilitate the execution of Board decisions by acting as the primary staff liaison, making policy recommendations and providing avenues for Board participation in accomplishing the vision and mission.
- Develop, administer and review the Company's plans and policies, with particular reference to detailed financial forecasting, risk analysis, marketing and audience development, overall operational planning and monitoring arrangements.
- Monitor the financial well-being of the Company, ensuring that budgets are developed and adhered to; that effective financial systems and procedures are in place; that revenue is maximised, and that there is timely and accurate reporting to the Board.
- Work closely with the Artistic Director to develop and monitor annual and production/project budgets and to monitor progress against financial targets.
- Work in partnership with the Artistic Director to manage and produce the Company's programming and schedule of work.
- Lead the human resource functions including the development, management, and, employment policies and practices.

- Manage the Company’s assets including administrative and IT systems, equipment and material, premises and vehicles.
- Undertake strategies for developing audiences for the artistic work, through aligning artistic outputs to marketing, communications and public relations strategies.
- Supervise the conceptualisation, review and strengthening of marketing strategies to promote, the Company’s identity and reputation.
- Procure services of external agencies and/or consultants to examine, review, audit and investigate operations, methods, policies and procedures.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Extensive knowledge of the theory and practice of effective leadership.
- Extensive knowledge of strategic planning and management.
- Extensive knowledge of research tools and procedures.
- Extensive knowledge of sound financial practice, procedures and systems.
- Considerable knowledge of relevant legislation and regulations.
- Considerable knowledge of the theory and practice of contemporary performance and productions.
- Considerable knowledge of supervisory practices and principles.
- Considerable knowledge of the performing arts.
- Considerable knowledge of the stage production process.
- Considerable knowledge of a range of computer applications including word-processing, databases, media and web technologies.

SKILLS AND ABILITIES:

- Advanced oral and written communication skills
- Advanced organizational and administrative skills.
- Advanced analytical skills.
- Advanced managerial and supervisory skills.
- Advanced negotiating skills.
- Ability to provide leadership in a creative environment.
- Ability to network with other agencies and to establish and maintain effective working relationships with strategic stakeholders.
- Ability to inspire and manage diverse teams.

MINIMUM EXPERIENCE AND TRAINING:

- Training as evidenced by a Master’s Degree in Business Administration (MBA) or Cultural Enterprise Management or a closely related field from an accredited University.
- Post-graduate qualifications in performing arts administration, programme management, project management or a related field.

- Considerable experience in financial management and budget control particularly in the public sector.
- Experience in the preparation and monitoring of budgets and of production and presentation of financial reports.
- Experience in developing and implementing strategic/business plans, and administration in a fast-paced, creative environment.
- Five (5) or more years of related experience performing the majority of the administrative duties outlined above.