

CIRCUS KATHMANDU

Local Producer and Development Manager



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| Job Title: | Local Producer and Development Manager | Location: | Kathmandu |
| Level/Salary Range: | To be confirmed | Travel Required: | Yes |
| HR Contact: | Sky Neal | Position Type: | Full-time |
| Start Date: | July 2014 | Minimum Length: | 5 months |
| Application form URL: | http://www.circuskathmandu.com/docs/local_producer-development_manager.pdf | | |
| Application Process | Submit your application via email; once this has been reviewed we will contact you to schedule a Skype interview. | | |
| Applications Accepted By: | | | |
| E-MAIL: info@circuskathmandu.com Subject Line: Attention: Recruiting Re: Local Producer and Development Manager | | | |
| Job Description | | | |
| ROLE AND RESPONSIBILITIES <ul style="list-style-type: none">• Overall local management of Circus Kathmandu, Sapana training and outreach programs• Ensure training session are run in a disciplined, structured and supportive way• Liaise with Circus Kathmandu directors and trainers to ensure the existing shows are maintained and that performances are carried out in a professional to the highest standard• Ensure local market growth is maintained by creating new relationships and opportunities• Work alongside Circus Kathmandu Directors to take advantage of overseas opportunities, including, but not limited to India, where both the historical and cultural aspects of company need to be deeply respected• General project administration• Work with trainers to identify and nurture new talent, at least one new trainee per year. This may include overseeing the establishment of an entertainment agency• Recruitment and training of local staff, including helping interested Circus Kathmandu performers understand the management side of the programme | | | |

LOCAL MANAGEMENT

- Collaborative with Circus Kathmandu Directors to ensure both short-term and long-term strategic planning of Circus Kathmandu are implemented and maintained
- Manage and motivate volunteers ensuring a positive dynamic of the group to reach agreed targets
 - Focused through weekly meetings and bullet-point communications of development tasks
 - Communication, administrative delegation to volunteers, day-to-day problem solving, flagging concerns and keeping up team morale
- Coordinate and oversee the Company Manager's tasks and training
- Ensure the lead trainer is properly managing the Circus Kathmandu group, this includes, but is not limited to planning, discipline, attendance, motivation and professionalism
- Oversee local financial management, accounting and reporting
- Keep up to date and make sure Circus Kathmandu is complying with all Nepali law in regards to workers rights and those of an ethical organisation
- Ensure the company office is looked after and that communication with the landlady is handled respectfully

TRAINING

- Ensure trainers are focused on safe and effective training
- Ensure trainers maintain existing and key skills
- Oversee handover/ briefing and preparation between incoming and outgoing trainers
- Manage the development of secondary skills including weekly English classes. Ensure the weekly research classes continue with relevant content including building anti-trafficking advocacy

SHOWS

- Coordinate and maintain existing shows, working with Circus Kathmandu directors and trainers to adapt shows to fit client requirements
- Ensure excellent administrative management of bookings and enquiries
- Arrange transport for all bookings including, but not limited to ensuring all of the performers have the ability to travel home safely after performances

LOCAL MARKET DEVELOPMENT

- Work with Circus Kathmandu directors to develop a plan for local market development with a key focus on Nepal and India and a secondary focus on the Middle East
- Continue the workshops program and increase the number of participants
- Further the development of "Behind the Scenes" tours and increase the client base for the tours
- Investigate and write a proposal for a regular performance schedule for Kathmandu

COMMUNICATION

- A key aspect of the role is to maintain links and productive relations between key stakeholders. This link is maintained via frequent meetings, Skype calls, reports and correspondence
- To ensure the Circus Kathmandu group are involved with or kept at the forefront of decision-making where possible and appropriate. Where possible, to bring Circus Kathmandu members into meetings, planning and development. Always ensure the whole CK group is informed of decision-making, planning and development

- Review and maintain a trainer report and lesson plan system
- Ensure any press, film or photography requests are directed to UK directors and liaise to manage opportunities
- Maintain an office system for all essential communication which can be accessed internationally by all team members
- Promotion of the group using social media as agreed with UK directors

ADMINISTRATION

- Maintain a diary system for the entire company
- Delegate tasks to incoming volunteers and local volunteers or interns as appropriate
- Oversee timetable for assessments, goal setting and reports
- Communicate with the Lead Trainer to clarify the training schedule
- Ensure the class register is recorded electronically: absence and lateness's must be recorded and emailed weekly to accounts
- Ensure disciplinary action is correctly implemented. Payment penalties and warnings issued must be added to individual files
- Manage local budget
- Liaise with the gym when and where necessary
- Maintain health and injury records
- Ensure performers have access to medical treatment when needed
- Show administration, including but not exclusive to,
 - Complete site visit prior to a performance
 - Ensure all of the routine music is in the correct format
 - Technical requirements are provided in advance to venues
 - Costume inventory is maintained, costumes are signed in and out and repairs are made

VOLUNTEERS

- Management of all volunteers
- Advertise for volunteers
- Help inform Circus Kathmandu Directors of helpful selection criteria and important skills on the ground in Nepal, as and when they are needed

FUND RAISING

- Explore local opportunities for fundraising including cabaret style fundraising shows and partnership opportunities
- Seek funding opportunities with local corporations, Embassies or NGO's

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| Reviewed By: | Robyn Simpson | Date: | May 14, 2014 |
| Approved By: | Sky Neal | Date: | May 15, 2014 |