

VACANCY NOTICE

INTERNAL AND EXTERNAL ADVERT:			
Position	Drama Facilitator	Reports to	Head of Department – After School
Location	23 Witbooi Street Walmer, Gqeberha	Department	After School Programmes
Type of Contract	Fixed Term	Number of positions	One
Date of Vacancy	24 March 2026	Closing Date	27 March 2026
PURPOSE OF THE JOB			
<p>The Drama Facilitator is responsible for planning, delivering, and evaluating high-quality drama education for three learner groups. The role focuses on fostering creativity, confidence, and collaboration through engaging weekly sessions. The successful candidate will also coordinate performances, organise arts-related excursions, and lead the annual production, while ensuring a safe, inclusive, and supportive environment for all learners.</p>			
MINIMUM QUALIFICATIONS			
<ul style="list-style-type: none"> • Minimum Grade 12 (Matric). • Qualification in Drama, Performing Arts, or Theatre Education (advantageous). • Background in drama, theatre, or performing arts. • 1–3 years' experience in youth theatre, drama workshops, or community theatre (facilitation experience preferred). 			
EXPERIENCE			
<ul style="list-style-type: none"> • Experience facilitating drama or theatre workshops for learners. • Ability to develop, adapt, and implement scripts. • Strong scriptwriting skills, particularly socially-conscious content. • Experience planning performances, showcases, or productions. • Strong organisational and time management skills. • Excellent communication and interpersonal skills. • Advantageous: Multifaceted drama practitioner (e.g., physical theatre, music ability, film knowledge, set and costume design) 			
RESPONSIBILITIES			
<p>Programme Delivery</p> <ul style="list-style-type: none"> • Plan and deliver weekly drama sessions for three learner groups. • Use a variety of drama techniques (e.g., improvisation, role play, script work). • Maintain attendance registers and session notes. <p>Planning & Administration</p> <ul style="list-style-type: none"> • Prepare and submit weekly lesson plans in advance. • Maintain programme files including lesson plans, attendance, and reports. • Attend meetings and submit monthly activity reports. <p>Excursions & Performances</p> <ul style="list-style-type: none"> • Plan and coordinate arts-related excursions. • Organise and manage termly performances and the annual production. • Ensure all logistics, documentation, and reporting are completed. 			

Collaboration & Creativity

- Develop new scripts, activities, and exercises.
- Collaborate with staff on programme activities and events.

Safeguarding, Inclusion & Wellbeing

- Maintain a safe, inclusive, and respectful learning environment.
- Follow safeguarding procedures and report any concerns.

OTHER / BEHAVIOURAL COMPETENCIES

- Accountability & Ownership
- Creativity & Initiative
- Communication & Collaboration
- Professionalism & Reliability
- Problem-solving skills
- Empathy and ability to motivate learners

Appointment/s will include the principles of Employment Equity.

We encourage applications from women, persons with disabilities, and individuals from diverse backgrounds.

Due to the high volume of applications, only shortlisted candidates will be contacted. If you have not heard from us within 30 days, we regret to inform you that your application has not been successful.

APPLICATIONS TO <https://forms.gle/hRL1q3SQorxe7UdM6>

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