

II.1. Programme Manager

Tier: II

Number of executors: 5

Probation: 3 months

Position name:

- English: Programme Manager
- Croatian: voditelj programa

Job description:

- manages a programming unit (programme line or similar), i.e. processes involving planning, creating, production, organisation and execution of the programme within the assigned programming unit, with regular supervision and instructions from the Culture Director,
- manages the timely and as economical as possible execution of the business programme within their purview,
- organises and monitors teams within their purview,
- provides support to the Culture Director and provides suggestions for solving tasks within their purview,
- suggests perennial and yearly business plans and programmes within their purview,
- suggests the employment of artists, consultants and other external partners required for the realisation of the programme and reports on their work,
- procures the materials and services required for the realisation of the programme with the authorisation of their immediate supervisor,
- directly contacts and conducts business arrangements with partners within the organisational units, other organisational units, Company founders, institutions, partners and other private and public entities,
- prepares periodic and project reports within their purview,
- gathers necessary materials and data within their purview,
- gathers, processes and stores materials, documents and other important materials generated within their purview,
- keeps records within their purview and prepares analyses based on the records,
- participates in the preparation of resource gathering projects,
- cooperates with Company employees in performing specific and joint tasks in the organisation and realisation of all Company activities,
- answers to the Culture Director and regularly reports on their work,
- performs other duties appropriate for their professional qualification, knowledge and skills based on instructions from their immediate supervisor or the Chief Executive Officer of the Company.

Standard criteria for job classification level description:

a) knowledge:

- level of professional qualification: - University Master's Degree or Integrated University Master's or Vocational Degree or University Bachelor's Degree
- type of professional qualification: - no requirements
- work experience: 2 years on similar positions
- additional knowledge: - awareness of current trends in culture and arts on the international scene,
 - use of computers.
- skills and abilities: - expert, professional and organisational skills,
 - communications skills.
- foreign languages: - active written and spoken English
- Croatian: - no requirements
- driving licence: - no requirements

b) job complexity:

- level involving planning, managing, executing and coordinating business

c) job independence:

- independent work and decision making on professional matters with regular supervision and instructions from their immediate supervisor.

d) cooperation with other bodies and communication with clients:

- constant communication within and outside of the Company important for the execution of the plan and programme.

e) responsibility level and influence on decision making:

- responsibility for material and financial resources,
- supervisory and control responsibility on a middle-level programme or organisational part