

VACANCY @ THE INSTITUTE OF CREATIVE ARTS (ICA) DIRECTOR

Summary of Responsibilities

The primary responsibility of the Director of the ICA is for the promotion of the creative arts and to provide effective leadership and oversight in the day-to-day management of the Institute. The Director has an overall responsibility for ensuring that the objectives and functions for which the Institute was established are translated into programmatic activities and for the effective and efficient management of its administrative, financial and programmatic operations.

The individual will ensure that effective monitoring and evaluating controls are in place and functional, and will ensure compliance with the Act governing the Institute and all other related regulatory requirements. The Director of ICA, reports to the President and will function in accordance with all applicable policies and regulations governing the Institute.

Key Responsibilities:

- Promote, develop and improve the knowledge and practice of all forms of creative activity;
- Foster, support or undertake, in cooperation with other bodies, the development of cultural and artistic activity;
- Plan and implement programmes and activities for the strengthening, preservation and development of Belizean cultural traditions and identity;
- Encourage the expression, development and preservation of Belizean culture in all its aspects and to stimulate research and study of Belizean culture;
- Ensure the sustainable development of programmes and activities that fulfil the objectives and functions of the Institute;
- Produce an annual work plan and budget for the Institute's programs and activities and ensure that these are in alignment with the institution's strategic focus;
- Assume accountability for all financial and material resources received and disbursed through this division;
- Identify and pursue opportunities to secure other sources of funding and/or other forms of support for ICA programmes and activities, i.e. grant proposals, etc.;
- Monitor and assess the financial and social impact of programmes and activities carried out through this division;
- Ensure that the day-to-day programmatic and administrative work of the division are carried out in the most resourceful manner;
- Provide the necessary leadership for dynamic staff relations and implementation of ICA's programme of work;
- Establish and maintain relationships with relevant creative and performing arts organisations nationally, regionally and internationally;



national institute of culture and history

- Assist in the implementation of strategic activities in NICH and ICA's programs, as necessary;

JOB QUALIFICATIONS:

- Bachelor's Degree from an accredited Institution in Arts, Expressive or Creative Arts, Liberal Arts, Visual and Performing Arts or Fine Arts
- At least 5 years of experience in accredited field, preferably in the creative arts or cultural studies and/or management;
- At least 3 years of experience working in a managerial position;
- Awareness of and appreciation for the creative arts and cultural expressions;
- Highly motivated, self-driven, adept at working independently, yet with profound team spirit.
- Superior planning, organizing and analytical skills, with attention to details and accuracy.
- Awareness of the political, economic and social issues affecting the arts and cultural sectors;
- Excellent analytical, documentation and communication skills;
- Demonstrable range of competencies in planning, program coordination, monitoring and evaluation;
- Proven organizational, administrative and financial management skills;
- Ability to work well with a multi-cultural, multi-ethnic, and multi-lingual groups, especially with those in the artistic community;
- Fluent English and Spanish;
- Computer Literate.

Compensation

Commensurate with the level of qualification and experience.

Application submission

Interested persons are required to submit their application electronically or delivered to the address below. Application package should include a letter of interest, Curriculum Vitae, two (2) recommendation letters, supporting documentation of qualifications and experience, copy of a valid social security card, police record, and proof of Covid-19 vaccination. The deadline to submit application is **Monday July 11, 2022.**

- ❖ Email in PDF format to hr@nichbelize.org
- ❖ Address:
President
National Institute of Culture & History
Dr. Dame Minita Gordon Drive
Belize City, Belize