



JOBURG CITY THEATRES (JCT)

INTERNSHIP POSITIONS

An internship programme is an intervention by Joburg City Theatres to address the growing demand by a tertiary institution for students to undergo on-the-job exposure, as a pre-requisite to acquire an academic qualification or as a requirement after the acquisition of academic qualification to obtain experiential training. Joburg City Theatres is committed to provide students/graduates an opportunity to intern at Joburg City Theatres.

- This internship opportunity is applicable to youth in the Johannesburg communities, who qualify for this internship and have never participated in an internship programme before, except in circumstances where the internship programme was not relevant to the candidate's course of study.
- This Vacancy is open to all qualifying STUDENTS in the Johannesburg Community for a period not exceeding 24 months.
- **Applicants must be** between the ages of 18 -35 years and be a South Africa citizen. Students.
- Interested applicants are invited to apply for the positions listed in the circular or adverts stated below.
- Interested applicants are requested to attach all relevant documents (certified qualifications, ID, and CV) and quote the relevant **reference number** to **email address** mentioned in each advertised position.
- Joburg City Theatres reserves the right not to make an appointment.
- Joburg City Theatres is an equal opportunity employer.

NOTE

- Applications received after the closing date and those that do not comply with the requirements will not be considered.
- Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful.
- By submitting your application for a position at JCT, you are consenting that the personal information submitted as part of your application may be used for the purposes of the recruitment and selection and related process. Only shortlisted applicants will be contacted.
- In terms of the Recruitment and Selection Policy of JCT, you hereby consent to the following risk checks should your application be shortlisted: Credit Record, CV validation and Employment record verification, Criminal check, and Identity validation.

ENQUIRIES ONLY:

Contact : Human Resources Department
Tel.no : (011) 877- 6918



Department : Client Services
Designation : Internship: Programming x 3
Remuneration : R6,094 00 (Monthly stipend, no benefits)
Location : Joburg Theatre (Braamfontein), Soweto Theatre (Jabulani),
Roodepoort Theatre (Florida)
Reference : PR3/08/2025

Minimum requirements:

- Grade 12
- National Diploma or bachelor's degree in Theatre, Performing Arts, Arts Administration, Arts Management, Project Management, or an equivalent qualification.

Key Learning Areas / Responsibilities

- Assist in planning, coordinating, and executing theatre productions and events.
- Assist in implementing creative decisions of the Artistic Director and production team.
- Assist in managing rehearsal schedules, production meetings, and technical requirements.
- Assist in overseeing rehearsals and resolving the needs or concerns of directors and actors.
- Assist in ensuring that set, costume, sound, and music designs meet the director's requirements.
- Assist in tracking and updating production timelines, milestones, and task lists.
- Assist in researching, identifying, and proposing potential productions for consideration.
- Assist in selecting, scheduling, and curating performances, workshops, and festivals aligned with the venue's strategic goals.
- Assist in maintaining and updating programming records and databases.
- Assist in preparing reports, presentations, and documentation for internal and external stakeholders.
- Assist in budget tracking, procurement processes, and resource management as guided by the producer.
- Assist in liaising with artists, suppliers, technical teams, marketing, and publicity departments to coordinate all aspects of the production process.
- Assist in ensuring seamless communication among all departments and stakeholders to facilitate smooth project delivery.

Interested applicants are requested to send their cover letter, detailed CV, recently certified copies of their qualifications and the Identity documents not longer than three months, quoting the relevant reference number to email address mentioned below:

General Manager: Human Resources, Joburg City
Theatres, jobapplications@joburgtheatre.com

Publication date : 26 August 2025

CLOSING DATE : MONDAY 8 TH , SEPTEMBER 2025



Department : **Roodepoort Theatre**
Designation : **Internship: Stage**
Remuneration : **R6,094 00 (Monthly stipend, no benefits)**
Location : **Roodepoort Theatre (Florida)**
Reference : **Stage/08/2025**

Minimum requirements:

- Grade 12
- National Diploma or Equivalent Qualification in Live Events Technical Production.

Key learning areas / Responsibilities

- Rig Lighting, Audio, AV and Stage equipment.
- Assist with load-in and load-out of show sets and props.
- Assist on stage with set up and running shows.
- Program and operate Lighting, Audio and AV equipment during a performance and or rehearsals.
- Perform basic/routine electrical maintenance when needed.
- Perform monthly inspections on Lighting, Audio, AV and Stage equipment.
- Perform monthly inventory management.
- Ensure all equipment has barcodes and is located and stored in the correct area.
- Adhere to all Health, Safety and Fire regulations.

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Department : Client Services
Designation : Internship: Marketing
Remuneration : R6,094 00 (Monthly stipend, no benefits)
Location : Joburg Theatre, Braamfontein
Reference : Marketing/08/2025

Minimum requirements:

- Grade 12
- National Diploma in Digital Marketing or Communications or Social Media Marketing.

Key learning areas/ Responsibilities.

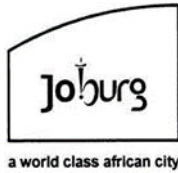
- Assist in the development of fresh, innovative ideas for stage productions.
- Support creative meetings and brainstorming sessions.
- Attend rehearsals and meetings to understand how creative decisions are implemented.
- Help to ensure that creative outputs meet high standards and resonate with audiences.
- Develop social media content plans and do compelling content for social media.
- Research trends, audience preferences, and creative techniques to inform ideas.
- Observe and learn from the Creative Team during key production phases.
- Capture behind-the-scenes moments, rehearsals, and live performances.
- Contribute fresh, imaginative ideas for promoting shows and engaging audiences.
- Monitor and respond to comments, messages, and mentions in a professional and friendly manner.
- Interact with followers to build a sense of community and excitement around productions Creative & Visual Skills.
- Use Basic graphic design (e.g., Canva, Adobe Express) for creating visually appealing posts.
- Assist in Photography and videography skills to capture rehearsals, backstage moments, and performances.
- Assist in Storytelling to craft engaging narratives around productions, cast, and crew.

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jobapplications1@joburgtheatre.com

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Department : Client Services
Designation : Internship: Graphic Designer
Remuneration : R6,094 00 (Monthly stipend, no benefits)
Location : Joburg Theatre, Braamfontein
Reference : GD/08/2025

Minimum Requirements

- Grade 12
 - Diploma in Multimedia (or the equivalent of a diploma),
 - Knowledge of Adobe Photoshop,
 - Knowledge of Adobe InDesign (basic layouts),
 - Knowledge of Adobe Premier Pro (basic video editing),
 - Portfolio (Evidence of work done) e.g. Selection of design school projects, i.e., poster designs, flyers, presentations, logo designs, illustrations, typography design etc.
- **Key learning areas/ Responsibilities.**
- Visual Design Support – Assist in creating poster layouts, web & social media visuals, follow brand guidelines and maintain consistency.
 - Content Adaptation – Resize and adapt existing designs for different platforms (Annual Reports, social media and Billboards), for digital and print.
 - Research & Mood boards – Collect reference imagery, colour palettes, and typography ideas; create mood boards for upcoming productions.
 - File Management – Maintain an organised digital asset library. Archive orderly and save completed projects with an organized system.
 - Basic Production Assistance – Prepare print-ready files for service providers; liaise with printers under supervision and basic email etiquette and agility.
 - Learning & Skills Development – Participate in regular skills sessions; keep a weekly log of tasks, learnings and building a competent professional personal design portfolio.
 - Taking notes – Reading and comprehension of briefs, basic writing, basic planning and accountability,
 - Pro-active – Taking initiative when work/tasks are not enough.

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NOTE: Applicants must attach a Portfolio of Evidence.

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JOBURG SOWETO ROODEPOORT

Department : Human Resources
Designation : Internship: Employee Relations
Remuneration : R6,094 00 (Monthly stipend, no benefits)
Location : Joburg Theatre, Braamfontein
Reference : ER/HR/08/2025

Minimum Requirements:

- Grade 12
- National Diploma or bachelor's degree in Labour Relations, Industrial Relations, Human Resources Management, or Employment Law
- Computer literacy (MS Office: Word, Excel, PowerPoint, Outlook)
- Strong interest in employment law, workplace conflict management, and collective bargaining.
- Good communication and interpersonal skills.

Primary Function:

Provide administrative and research support to the Labour Relations Unit, gaining exposure to employee relations, disciplinary hearings, grievance handling, and CCMA/Bargaining Council processes.

Key Responsibilities:

- Assist with scheduling and minute-taking in grievance and disciplinary hearings.
- Maintain and update labour relations case files and databases.
- Research relevant labour legislation and case law.
- Support in drafting notices, reports, and correspondence.
- Provide administrative support in CCMA / Bargaining Council matters and union engagements.
- Assist in the preparation of training and awareness sessions for staff on HR and labour relations policies.
- File disciplinary and grievance documentation accurately and timely.
- Provide well-prepared minutes/reports within 48 hours of hearings.
- Maintain an updated Labour relations database.
- Support during CCMA/Bargaining Council cases/hearings with proper documentation and notes.
- Conduct and present at least one research brief per quarter on emerging labour law trends.
- Provide positive feedback from Labour Relations Officer/Manager on reliability and professionalism.
- May be required to perform any other duties in HR within his competency.

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jobapplications4@joburgtheatre.com

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Department : Client Services
Designation : Internship: Marketing & Public Relations
Remuneration : R6,094 00 (Monthly stipend, no benefits)
Location : Soweto Theatre, Jabulani
Reference Number : M&PR/08/2025

Minimum Requirements:

- Grade 12
- National Diploma or bachelor's degree in marketing, or Public Relations, or Communications, or Media Studies.
- Computer literacy (MS Office, design and social media tools advantageous).
- Strong writing and communication skills.
- Interest in arts, culture, and live entertainment.

Key Responsibilities:

- Assist with the development and scheduling of social media content.
- Draft media statements, press releases, and newsletters.
- Support event promotions, launches, and activations.
- Monitor media coverage and compile reports.
- Assist in database management for media and stakeholders.
- Provide administrative support in marketing campaigns and PR activities.
- Deliver at least 10 social media posts per week aligned with campaign plans.
- Draft a minimum of 2 press releases per month with supervisor guidance.
- Assist in at least 3 promotional events per quarter with positive feedback.
- Submit weekly media monitoring reports.
- Maintain an updated media/stakeholder database with accuracy.
- Provide positive feedback from the line manager on teamwork and creativity.

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JOBURG SOWETO ROODEPOORT

Department : **Roodepoort Theatre**
Designation : **Internship: Building & Security**
Remuneration : **R6,094 00 (Monthly stipend, no benefits)**
Location : **Roodepoort Theatre, Florida**
Reference Number : **B&S/RT/08/2025**

Minimum requirements

- Grade 12 or N3 certificate
- Basic knowledge in plumbing
- Computer literacy
- Knowledge of Microsoft Office programs
- Ability to speak and write English

Key responsibilities

- Assist in the general maintenance of the theatre building, including routine inspections and upkeep of electrical, plumbing, and structural systems as needed
- Repair water leaks and address minor maintenance issues promptly to minimize disruption
- Inspect cloak rooms and other public/employee areas to ensure they meet accepted standards of safety, hygiene, and accessibility
- Adhere to all theatre safety policies and procedures; wear appropriate PP
- Report promptly hazards to the supervisor.
- Handle basic hand and power tools under supervision and ensure tools are clean, well-maintained, and securely stored after use.
- Maintain simple logs of maintenance tasks performed and document any faults or risks and escalate to the supervisor as required.
- Plan tasks to minimize impact on audience and staff
- Complete assignments within agreed timelines.
- Communicate any delays or conflicts early.
- Participate in on-the-job training, safety inductions, and any theatre specific maintenance courses.
- Identify and report opportunities to reduce waste during maintenance activities.
- Read simple schematics or plans when required and take basic measurements accurately and log results for asset maintenance records.

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jobapplications5@joburgtheatre.com

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