

1. Title – Production Leader
2. Purpose of the Job – To lead the technical department.
3. Responsibilities & Competencies
 - a. Work in close contact with Program Coordinator regarding yearly schedule of activities.
 - b. Responsible of stock and equipment and their maintenance.
 - c. Initiate production meetings between administration, artistic, and technical departments.
 - d. Locate and select the halls where the company will work.
 - e. Delivering and receiving all materials needed for the implementation of activities.
 - f. Delivering and receiving all goods purchased in cooperation with the accountant.
 - g. Responsible for the safety of all people entering the theatre building and other venues where the company is working.
 - h. Responsible for safety of all material good in the theatre building and in other places where the company is working.
4. Qualifications
 - a. Relevant diploma/BA or equivalent in life experience (must provide proof) in running and technically supporting cultural activities for youth
 - b. Excellent knowledge of the practices of a performing arts organization.
 - c. Good knowledge of NGO practices
 - d. Affiliation with the world of children, youth, and young adults
 - e. Excellent knowledge of the procurement cycle.
 - f. Basic computer skills
 - g. Good knowledge of safety issues regarding people and venues of a cultural organization for youth.
 - h. Excellent handyman skills.
 - i. Knowledge and appreciation of the performing arts in Gaza, Palestine, and in general
 - j. Excellent communication and social skills