

THE MARKET THEATRE FOUNDATION INTERNSHIP 2025



The Market Theatre Foundation invites applications from suitably qualified unemployed graduates for a Twelve-month YES4Youth internship program, with a monthly stipend of R5000. This program aims to provide unemployed youth with a unique opportunity to gain hands-on experience in their chosen field at the prestigious and world-renowned Market Theatre Foundation. Yes4Youth will work alongside dynamic, innovative, and creative professionals, learning a wide range of skills that will be invaluable for their future careers.

Applicant requirements:

- Completed Degree/diploma from a recognised institution of higher learning in the Republic of South Africa.
- Must be a South African Citizen.
- You must be currently unemployed and between 18 to 35 years
- No work experience required.
- Applicants should not be studying full-time in 2025.
- Applicants should not have previously participated in or registered for the YES programme.
- Knowledge of or an interest in the creative arts would be an advantage but is not a requirement.
- Applicants need to register on the Yes 4 Youth: <https://www.yes4youth.co.za/>.

Successful interns will:

- Collaborate with interesting colleagues.
- Acquire diverse skills and practical work experience.
- Network with professionals who may offer future career opportunities in the creative arts and other fields.
- Join us and take the first step towards a rewarding career in the creative arts industry!

HOW TO APPLY:

Applicants can submit the following certified documents · Detailed Curriculum Vitae · Certified copies of all qualification(s) · Certified copy of Identity document (ID) · Certified copy of matric certificate Interested qualified individuals must submit their applications via email to: internsintake@markettheatre.co.za

Please include the name of the position you are applying for in the subject line of your email. ITC and Criminal checks will be conducted.

The following fields are available for 10 internships, along with their respective requirements:

SOUND TECHNICIAN INTERN (X1)

(Ref: 2024/11/ST)

The intern will be a member of the Market Theatre's professional technical production team and be involved in the staging of Market Theatre productions specifically from a sound perspective. The applicant will be working with Market Theatre's sound technician to do set ups for events, productions and outside events, Applicant will require technical experience in sound engineering, sound set up, patching and mixing.

Position Requires:

- Degree/National Diploma in sound technology/engineering, performing arts.
- This position will suit a sound engineering graduate.
- Programming cues with a mixing console for shows or events.
- Operating analogue or digital mixing consoles for shows and events.

LIBRARY ASSISTANT (X1)

(Ref: 2024/11/LA)

The Intern will be responsible for assisting with Library activities at the Market Theatre Foundation, with a focus on the schools at the Market Photo Workshop and the Market Theatre Laboratory. The intern will perform a range of duties such as cataloguing library resources, maintaining library records and assisting in the procurement of new material for the library.

Position Requires:

- Assist in the administration at the Photo Workshop, including administration of the Library.
- Collect and catalogue library resources including books, films and publications.
- Help patrons locate various reading materials related to the visual and performance arts.
- Maintain library records and ensure that it is updated.
- Perform regular audits of the information and inventory on file.
- Educate students on how to properly search for information using the library database.
- Oversee the check-out process for books and other resource materials.
- Clarify the use of library amenities and provide information about library policies.
- Make sure the library meets the needs of students and users from both art disciplines.
- Assist in maintaining front of house of MPW and the reception.
- Dealing with stakeholders and visitors.
- Office administration during weekends.
- Filing of documents.

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LIGHTING INTERN (X1)

(Ref:2024/11/LIGI)

The intern will be part of the Technical department team where they will assist to hang lights, focus, program, repair, trouble shoot any problems that may arise and operate lights for all events/ shows and conferences at the Market Theatre Foundation.

Position Requires:

- Degree/National Diploma or above relevant qualification in Lighting technology.
- Knowledge of lighting desks and cues during technical get in and performances and efficiently operating effects equipment as per SM cues.
- Knowledge of light plots, cue sheets, and other technical documents.
- Technical knowledge of lighting to achieve determined artistic objectives.

TECHNICAL ASSISTANT (X1)

(Ref: 2024/11/TA)

The intern will assist to develop and maintain effective technical processes to ensure internal and external satisfaction.

Position Requires:

- Degree/ National Diploma Performing Arts or relevant Theatre qualifications.
- Ability to manage and motivate a team of people in a very stressful environment.
- Ability to maintain all departments' equipment and ensure they conform to all maintenance and service procedures and are in good order.
- Knowledge of programming cues with a mixing console for shows or events.
- Knowledge of sound/lighting.

FINANCE INTERN (X1)

(Ref: 2024/11/FIN)

The intern will be performing specific tasks such as assisting with accounts payable and receivable, budget entry, and financial reporting. Generate and analyze reports, prepare financial analysis, enter data and maintain records. Administrative work: Complete administrative tasks and observe different aspects of accounting, portfolio management, and banking. Work on special projects assigned by finance staff.

Position Requires:

- Degree or National Diploma in BCom Accounting/Bachelor of Accounting or related.
- Strong math skills and be able to collect, evaluate, and interpret data.
- Knowledge of accounting and financial analysis principles and practices.

MAINTENANCE INTERN (X1)

(Ref: 2024/11/MI)

The intern will be assisting Handyman performing multiple maintenance tasks throughout the day.

Position Requires:

- Knowledge of hardware tools and electrical equipment.
- Basic understanding of electrical, plumbing or HVAC systems.
- Basic mathematics skills.
- Good communication skills.
- Health & Safety experience will be advantageous.

HUMAN RESOURCES INTERN (X1)

(Ref: 2024/11/HR)

The Intern will be assisting in handling administrative tasks, maintaining records and personnel files, preparing for recruitment needs, and planning employee focused events.

Position Requires:

- Degree/National Diploma in HRM, or any related qualification.
- Basic knowledge of South African labour laws.
- Accountable and able to handle confidential matters.
- Organized and attention to detail.

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ADMINISTRATOR INTERN (X1)

(Ref: 2024/11/ADMN)

The intern will assist with generic front office management and reception services, attend to visitors and deal with enquiries on the phone and face to face. Supply information regarding the organization to the public, clients and customers. Filing, records management and administrative functions.

Position Requires:

- Completed Matric
- Diploma in Office Administration/Office Management & Technology or equivalent
- Knowledge of Administrative and clerical procedures.
- Knowledge of computers and relevant software applications.
- Knowledge of customer service principles and practices.
- People and communication skills.
- Ability to operate a switchboard.

INFORMATION TECHNOLOGY INTERN (X1)

(Ref: 2024/11/IT)

The intern will handle IT administration. Help desk system environment. Onsite and remote support as and when required. Responsible for set up, maintaining, installing hardware: Desktops; laptops; printers and software systems. Troubleshooting a variety of Computer and technical issues encountered by End Users. Escalate second and third level service requests. Troubleshoot and resolve issues with software. Work closely with other members of the technical team to ensure the smooth operation.

Position Requires:

- Completed Matric.
- Diploma\IT Qualification.
- Completed A+ N+ Qualification .
- Basic knowledge of computer hardware and software.
- Familiarity with common operating systems (e.g., Windows 10, 11 | Server 2016 ,2019 | macOS).
- Basic understanding of networking concepts and protocols.
- Ability to troubleshoot and solve technical problems.
- Excellent communication and interpersonal skills.
- Ability to work well in a team environment.
- Familiarity with support ticketing systems.

PROJECT COORDINATOR INTERN (X1)

(Ref:2024/11/PC)

The intern will assist the Programmes Officer with the day-to-day running, events and the administration of the after-school program at the Windybrow Arts Centre. Participates in and assists the HOD with the conceptualization and planning of public programmes held at Windybrow. Planning and scheduling of public programmes with guidance from head of department. Schedule production meetings for all public programmes held at the Windybrow. Source any technical requirements from related service department. Create timelines and check lists for all public programmes. Select and plan film screenings.

Position Requires:

- Bachelor's Degree/Ndip in Communications / Public Relations / Marketing / Journalism / Arts / Social Sciences or a related field.
- Demonstrated organizational skills and a strong commitment to learning.
- Fluency in English (reading and writing) is required.
- Knowledge of MS Office (Word, Excel, PowerPoint).
- Excellent teamwork and interpersonal skills.
- Ability to work independently and achieve results on required deadlines.

Only short-listed candidates will be contacted for interviews. Should you not hear from us a month after the closing date, please consider your application unsuccessful.

Enquiries may be directed to Apfeswaho Muruge @ (011) 832 1641

THE CLOSING DATE FOR THE APPLICATIONS: 22 November 2024.