



WE ARE HIRING

VACANCY

2027



WBHS seeks to appoint an experienced and passionate individual in the following role:

DIRECTOR OF CULTURAL ACTIVITIES

The Director of Cultural Activities is responsible for developing and leading the school's cultural programme which includes, but is not limited to, music, song, dance, performing arts, visual arts, heritage events, festivals, literary and public speaking activities. The role aims to foster creativity, confidence, teamwork, discipline, and school culture through high-quality cultural experiences and performances.

Please submit your CV and supporting documents to vacancy@wbhs.co.za.
Kindly specify if you are a DOE or SGB Teacher on submission.

Closing Date: 7 October 2026 at 10am.

Only shortlisted candidates will be contacted.

The school reserves the right not to make an appointment.





DIRECTOR OF CULTURAL ACTIVITIES



Purpose of the Role:

The Director of Cultural Activities will manage and coordinate cultural activities across the school, mentor learners and staff, manage and coordinate festivals, productions and performances to promote participation in the arts as an important pillar of the envisioned holistic education offered at Westville Boys' High School. Reports to the Deputy Headmaster.

Key Responsibilities

The job description includes, but is not limited to, the following areas or responsibilities:

1. Cultural Programme Leadership

- Develop and implement a vibrant school cultural programme.
- Establish annual goals and performance calendars for cultural activities.
- Promote learner participation in cultural activities.
- Build a positive and inclusive culture within all cultural activities.
- Promote media publicity including social media for cultural events through the marketing department.
- Prepare and manage the budget for activities in the cultural programme.
- Manage and maintain the instruments, equipment and venues used by the cultural programme.

2. Events & Performances

- Organise cultural events, assemblies, festivals, talent shows, and inter-school competitions.
- Together with the marketing department coordinate performances for school functions, prize-giving, open days, and community events.
- Liaise with external performers, adjudicators, and cultural organisations where necessary.
- Manage and coordinate sound, lighting, and technical production teams.



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3. Performing Arts

- Manage and coordinate the music, dance and singing programme, through music ensembles, bands, choir, choral groups and war-cry.
- Identify and purchase / hire appropriate material (scores and/or scripts) for the performing arts programme.
- Manage and coordinate the drama, musical and theatrical productions throughout the year including competitions, interhouse plays, drama productions, musical productions, talent shows and revues.
- Management and coordination of stage productions including auditions, scheduling of rehearsals, stage management, costumes, props, performance schedules and front of house.
- Support musical development, rhythm training, and ensemble performance skills.
- Maintain music equipment and instruments.

4. Literary and Public Speaking Activities

- Manage and coordinate the literary and public speaking activities through programmes (inhouse and league competitions) for debating, public speaking and Toastmasters.

5. Learner Development

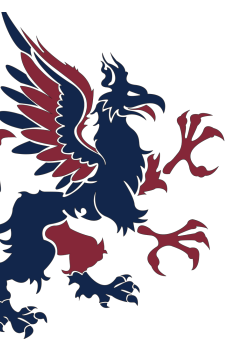
- Encourage learner confidence, creativity, leadership, and teamwork.
- Mentor learners with artistic talent and support skills development.
- Promote discipline, commitment, and professionalism during competitions, rehearsals and performances.

6. Administration & Coordination

- Maintain schedules, attendance records, permissions, and communication with parents.
- Coordinate transport, venues, costumes, and technical requirements for events.
- Ensure compliance with school policies and safety procedures.

7. Staff & Community Collaboration

- Work collaboratively with teachers, coaches, and school leadership.
- Encourage staff involvement in cultural initiatives.
- Build relationships with parents and the wider community to support the cultural programmes.



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Qualifications & Experience

- Relevant qualification in Drama / Music / Performing Arts / Visual Arts Education, or related field is preferred.
- Teaching qualification registered with the South African Council for Educators (SACE).
- The ability to teach and experience teaching Dramatic Arts and/or Music and/or Visual Arts will be an advantage.
- Ability to work with children and adolescents in an educational environment.
- Strong organisational and event management skills.
- Sound and stage production knowledge.
- Ability to play or teach a musical instrument(s) would be advantageous.
- Experience directing school productions or managing cultural programs or cultural festivals or competitions would be advantageous.
- Experience with ensembles and/or instrumental music would be advantageous.

Skills & Competencies

- Creativity and passion for the arts.
- Ability to inspire and motivate learners.
- Team-oriented and adaptable.
- Musical and/or theatrical directing skills
- Strong rehearsal and production management abilities.
- Excellent leadership and communication skills.
- Good planning, administration, and time-management skills.

Working Conditions

- Full-time employment.
- Participation in school functions, competitions and cultural tours during weekends and school holidays.
- After-hours rehearsals, performances, and weekend events.

Performance Indicators

- Positive learner engagement and development.
- Growth in learner participation in cultural activities.
- Quality and success of cultural activities, productions and performances.
- Effective organisation and execution of cultural events.
- Contribution to school spirit and community involvement.
- Energy and passion.
- Griffin values: Character, Discipline, Respect, Resilience, Humility and Integrity.

