



CALL FOR APPLICATIONS

Project Manager

Deadline December 22, 2021

ABOUT THIS PROJECT

This is a project supported by grant funding from the Caribbean Development Bank's Cultural and Creative Industries Innovation Fund (CIIF) which will provide capacity development, platform-specific training, support for online streaming activity regularisation and opportunities for monetisation of online content for an estimated one hundred regional creative industries practitioners.

WHO WE ARE

Incorporated in 1997, Headline Entertainment Company Limited is focused on three main areas, talent booking, entertainment consultancy and public relations. Headline Entertainment continues to represent a diverse pool of Caribbean based entertainers including performing artistes, musical bands, sound systems, disc jockeys and more exclusively and non-exclusively. Headline Entertainment maintains a significant presence in the Caribbean and chiefly in the reggae music business as a foundation booking agency.

CaribTix has served as a valuable partner for many types of events, from small clubs to international festivals and major sporting events throughout the Caribbean and the US. Past and current clients include Reggae Sumfest (Jamaica), Jerk Festival USA, Cup Match Salute Music Festival (Bermuda), ISSA Track and Field Championships (Jamaica), Miami Carnival (FL), and Hennessy Artistry (Barbados, Bahamas) just to name a few.

ABOUT THIS JOB

Headline Entertainment Company Limited and CaribTix are seeking applications for a Project Manager.

Roles and Responsibilities:

- Creating long- and short-term plans, including setting targets for milestones and adhering to deadlines.
- Delegating tasks on the project to employees best positioned to complete them.
- Making effective decisions when presented with multiple options for how to progress with the project.

- Serving as a point of contact for teams when multiple units are assigned to the same project to ensure team actions remain in synergy.
- Communicating with executives and project team to keep the project aligned with their goals.
- Performing quality control on the project throughout development to maintain the standards expected.
- Adjusting schedules and targets on the project as needs or financing for the project change.
- Interacting with software developer, technology, and operations to design and develop a platform which is consistent with the project plan.
- Partnering with creatives to ensure platforms are fit for purpose and are rolled out in a controlled and seamless manner.
- Ensure that all projects are delivered on-time, within scope and within budget.

Qualifications and Requirements

- Proven working experience in project management.
- Excellent client-facing and internal communication skills.
- Excellent written and verbal communication skills.
- Solid organizational skills including attention to detail and multitasking skills.
- Strong working knowledge of Microsoft Office.
- Bachelor's Degree in appropriate field of study or equivalent work experience.
- Must be from one of the following CDB Borrowing Member Countries: Anguilla, Antigua and Barbuda, Barbados, Belize, British Virgin Islands, Cayman Islands, Dominica, Grenada, Guyana, Haiti, Jamaica, Montserrat, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, The Bahamas, Trinidad and Tobago Turks and Caicos Islands.

APPLY

Potential applicants are invited to complete the send resumes to HErecruitments876@gmail.com with the subject "Resume'-Project Manager" by 11:59 pm (Bogota Time) December 22, 2021.

WHEN WILL PARTICIPANTS BE SELECTED?

Selection of participants will be completed by December 28th, 2021.