



**THE UNIVERSITY OF THE WEST INDIES  
CAVE HILL CAMPUS**

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**APPLICATION PACK**

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**POST**

**REFERENCE NO**

**MANAGER  
ERROL BARROW CENTRE FOR CREATIVE IMAGINATION**

**MANAGER/07/09**

Contents:

1. Notes including application procedure
2. Advertisement
3. Further details of the post
4. Summary of Terms and Conditions of Service –  
Academic Staff
5. Job Application form

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**NOTES – please read carefully before completing the application form**

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Thank you for your enquiry regarding a post at the University of the West Indies, Cave Hill Campus. Enclosed is an application form and a set of further particulars for this post.

**Application procedure:**

**Should you wish to apply for this position, please send a completed application form to:**  
(You may include a CV as well, but not in place of the application form):

**The Senior Assistant Registrar (Staff), The University of the West Indies, Cave Hill Campus,  
P.O. Box 64, Bridgetown BB11000, Barbados.**

Please note that a hard copy of your application is required. Only signed applications will be considered. Please ensure that you quote the **reference number MANAGER/07/09** on all correspondence. The reference number should also be quoted in the **subject line** of all emails.

For an informal discussion of the post please contact The Human Resources Department by email, [humanresources@cavehill.uwi.edu](mailto:humanresources@cavehill.uwi.edu).

**Closing Date: August 04, 2009**

We will inform you of the outcome of your application as soon as possible.



## THE UNIVERSITY OF THE WEST INDIES CAVE HILL CAMPUS

Applications are invited from suitably qualified persons for the following post at the **Errol Barrow Centre for Creative Imagination (EBCCI)**, University of the West Indies, Cave Hill Campus, Barbados:

### MANAGER

The successful candidate should possess the Master's degree in a relevant discipline and professional experience in event and facilities management, programme planning and administration.

The responsibilities of the successful candidate include:

- the operation, fundraising, programming and marketing, supervision of maintenance and upkeep of the Errol Barrow Centre for Creative Imagination;
- managing business operation of EBCCI Theatre and Cinemateque;
- managing the use and maintenance of theatrical equipment and properties in performance areas;
- preparation of annual budget projections, event budgets and financial performance reports for EBCCI events.

*The successful applicants will be expected to assume duties as soon as possible.*

Detailed applications (two copies) giving full particulars of qualifications and experience, biodata and the names, addresses (including email) and telephone numbers of three (3) referees (one of whom should be from your present organization) should be sent as soon as possible to **The Senior Assistant Registrar (Staff), University of the West Indies, P.O. Box 64, Bridgetown, Barbados. Fax (246) 417-0330; Email: [humanresources@cavehill.uwi.edu](mailto:humanresources@cavehill.uwi.edu)**. A Job Application Pack is available from our website: [www.cavehill.uwi.edu](http://www.cavehill.uwi.edu).

***The closing date for applications is August 04, 2009***



# THE UNIVERSITY OF THE WEST INDIES

## CAVE HILL CAMPUS

### 1. GENERAL INFORMATION

The Errol Barrow Centre for Creative Imagination at the Cave Hill Campus of the University of the West Indies was officially opened in December 2006. The Centre promotes the making, study and appreciation of the arts. It is a hub for creative expression and the creative cycle: creation, production, distribution, appreciation and preservation of art. Its activities contribute to the development of a Caribbean civic-mindedness and creative spirit through research and scholarship, the practice of creative arts, classes, lectures, workshops, seminars, master classes, symposia and outreach to schools and communities. The centre enriches and complements intellectual inquiry, campus life and contributes to the well being of the larger Caribbean community.

### 2. STAFF

<b>Director and Professor of Creative Arts</b>	Gladstone Yearwood, BFA (New York Univ.), MA, PhD (Ohio)
<b>Senior Lecturer:</b>	Janice Cheddi, BA (Univ. of London), PhD (Univ. of Sunderland)
<b>Lecturers:</b>	Gene Cumberbatch-Lynch, BFA, MFA (State Univ. of New York), Harclyde Walcott, BA (York)
<b>Visiting Senior Lecturer:</b>	Moussa Sene Absa, BA (Univ. of Paris 7)
<b>Temporary Producer:</b>	DeCarla Applewhaite, BA (UWI), MA (Bradford)

### 3. TEACHING

**Undergraduate:** The BFA Creative Arts Degree programme is administered by the Errol Barrow Centre for Creative Imagination through the Faculty of Humanities and Education. Our curriculum is committed to defining the relationship of the arts and culture to national and regional development in the Caribbean. The BFA allows students to explore individual creative

expression through selection of two arts disciplines (initially from Dance, Motion Picture Arts and Theatre) while studying aesthetics, theory, history and criticism of the arts).

#### **4. FACILITIES**

The facilities of the Errol Barrow Centre for Creative Imagination include a 260-seat theatre, dance studio, film screening room, art gallery and pedagogical centre which will serve as a laboratory for internships, attachments and research.

#### **5. ADDITIONAL DETAILS OF THE POST**

##### **Duties and Responsibilities**

- Co-ordinates fundraising, membership development, special membership events;
- Manages Imagination Circle of Friends (Business Circle, Circle of Friends, Youth Circle);
- Initiates and organises fee-paying events at EBCCI;
- Assists with day-to-day administration of EBCCI as required;
- Manages box-office operations;
- Markets EBCCI facilities use and rentals;
- Recruits and supervises student and community volunteers;
- Builds and develops audiences for EBCCI;
- Co-ordinates season subscriptions and ticket sales for Annual Arts Calendar events.

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## SUMMARY OF TERMS AND CONDITIONS OF SERVICE - ACADEMIC STAFF

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Post - Manager, Errol Barrow Centre for Creative Imagination

Note: These are tenure track positions and the appointees may continue in the service of the University, by mutual consent, until the retiring age of 65 years.

Initial appointment will be on contract for a period of three years in the first instance.

- (a) **Salary Scales** – the salary scales accord with the level at which the appointments are made. Salary scale and point of entry will depend on the qualifications and experience of the successful candidate.

**Senior Lecturer:**

BDS\$115,092 x 3,528 – 136,260 x 3,924 – 148,032 (**Bar**) x 3,924 – 155,880 per annum

**Lecturer:**

BDS\$86,868 x 3,528 – 108,036 (BAR) x 3,528 – 129,204 per annum

Note: these are graduated scales that progress from the minimum point to the top of the scale by annual increments except where a merit bar requires formal assessment before crossing. For example the scale for Lecturer runs as follows:

<b>Minimum point</b>	<b>\$86,868</b>
<b>2<sup>nd</sup> point</b>	<b>\$90,396 (86,868 + 3,528)</b>
<b>3<sup>rd</sup> point</b>	<b>\$93,924 (90,396 + 3,528)</b>
Etc.	

(b) **Allowances**

- *Housing Allowance* - 20% of basic salary
- *Regional Allowance* – 5% of basic salary

(c) **Benefits**

- *Transportation Allowance* - BDS\$2400 per annum
- *Book Grant* - \$3000 per annum
- *Study and Travel Grant* – BDS\$9,673 per annum (special conditions apply)
- *Registration in Medical Scheme* (currently non-contributory)
- *Vacation leave entitlement is thirty-five (35) days per annum.*

**(d) Pension Arrangements**

Each full time employee is required to contribute to the University Pension Scheme (FSSU). The contribution rates are Employee 5%, UWI 10%. The sums are invested to provide a pension at age 65, the age of retirement.

Staff leaving the University of the West Indies before retirement can, at the moment, withdraw from the scheme and receive any benefits accrued at that time.

**(e) Other**

**For persons recruited from overseas:**

- *Airfares* - economy class passages (self, spouse and up to three dependent children under 22 years of age) on appointment and normal termination
- *Shipping of household and personal effects* – up to US\$1,800 on appointment and normal termination.
- *Shipment of academic books/teaching research equipment* - up to US\$600 on appointment and normal termination.

The Registry  
Cave Hill Campus  
July 2009

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