



THE CAPE TOWN ATHENAEUM NPC
(Registration Number 1949/032983/08)
BOUNDARY TERRACES, 1 MARIENDAHL LANE, NEWLANDS, 7700

RESIDENT MANAGER and ADMINISTRATOR OF THE ATHENAEUM

The directors of the Cape Town Athenaeum NPC seek to appoint an individual, or a couple, to be the resident manager/administrator of the Cape Town Athenaeum. The situation is vacant. The Board hopes that the new appointee would take up the job not later than the second week of January 2025. The Cape Town Athenaeum is an NPC; see details on the website <https://Capetown-Athenaeum.co.za>. The Athenaeum is located within the Boundary Terraces development, which provides access control and security services to the site.

Our objectives are -

- to promote the interests of art, cultural, professional and scientific societies, and to encourage co-operation between them;
- To afford facilities of all kinds and to acquire and maintain suitable accommodation for scientific and cultural activities; and
- Generally to promote and encourage the advancement and dissemination of knowledge, and interest in cultural and scientific matters.

The position of **Resident manager and administrator** would suit an individual or a couple.

While the appointee must reside on site, the duties are such that a reasonably energetic person/couple should be able to do the job easily and have time for other things. The appointee may have time for other work. The Board contemplates as being possible provided this is done after prior consultation with the Board and that it does not interfere with the needs of the Athenaeum, which must take priority.

The Athenaeum may appoint an individual or a couple; for simplicity the job description is framed in the singular.

Job Description

1. **Job title:** Resident manager and administrator of the Athenaeum, Cape Town
2. **Job Purpose:** to assist the Board in running the Athenaeum on a sustainable basis as the “home of societies” in Cape Town.
3. **Reports to** the Athenaeum Board though the President or such other Board member as the Board may designate.
4. **Job resume:** the following are the essential responsibilities of the job:
 - 4.1 Administer room booking functions (using up-to-date technology for communication and record-keeping) and ensure that the facility is open and in good order for all booked events
 - 4.2 Schedule and record room Usage (including updating the website and other social media calendars)

- 4.3 Keep a record of use (by member organisations and tenants) and bill usage at Board-approved rates, Issuing Invoices and tracking payments (in liaison with the Treasurer, a member of the Board).
 - 4.4 Prepare and submit to the Treasurer monthly expenditure and petty cash statements
 - 4.5 Attend, prepare agendas and keep minutes at quarterly Board meetings in consultation with the President and the NPC's public officer
 - 4.6 Manage and supervise cleaning, maintenance and repair functions
 - 4.7 Cultivate good relationships with users; this may involve welcoming and being available to clients (within reason) while they are on the premises, and secure the building when they leave;
 - 4.8 Manage and supervise the caretaking of the premises and garden, attending to minor maintenance and arranging for all other maintenance in consultation with the Board and/or the Board member responsible for the fabric of the Athenaeum building and its surrounds
 - 4.9 Manage the use of the Athenaeum parking facilities
 - 4.10 Promote the use of the Athenaeum's facilities to existing member societies, to similar organisations and to potential tenants
5. The Athenaeum is ordinarily closed on Sundays.
 6. The job requires the manager to reside on the premises.
 7. The Board envisages ages making an appointment for the period to 31 December 2027 in the first instance, but the first six months will be a probationary period and continuation beyond year end will be subject to satisfactory performance. The appointee's performance will be reviewed after six months and the Board will make a decision by 30 September 2025 whether to confirm the appointment for the three-year period or terminate it on three months' notice.
 8. The appointment will be renewable for a further period or periods by mutual agreement, subject to satisfactory performance. No renewal will of itself imply continuation at the end of a renewal period.
 9. The appointment if confirmed after the probationary period of service will terminate on :
 - A. 31 December 2027; or
 - B. At the end of any renewal period if there is no subsequent renewal; or
 - C. in the event of death or permanent incapacity; or
 - D. on the manager giving three months written notice; or
 - E. on the Athenaeum NPC giving three months' written notice for good cause shown, good cause being (i) proven failure to carry out the duties attached to the position or (ii) a breach of conduct that renders the continuation of the employment relationship untenable; or
 - F. if the Athenaeum NPC summarily dismisses the manager for an egregious breach of conduct.
 10. The Manager must vacate the flat within one month of the termination of the contract.
 11. The following benefits attach to the job
 - a) A salary effective from the date of appointment negotiable in the range R8 000 to R10 000 per month. (This is the salary on which UIF deductions will be made and employer UIF contributions will be made);
 - b) the use free of rental of the flat at the Athenaeum, inclusive of utility costs (The Athenaeum will meet electricity and water charges. The property has adequate, unlimited usage wi-fi coverage. The appointee will enjoy free parking in the Athenaeum's secure exclusive parking area.)
 - c) Annual leave to be taken from 15 December to 7 January each year
 - d) Sick leave and other minimum rights as provided by the Basic Conditions of Employment Act.
 12. No provision is made by the Athenaeum NPC for post-retirement benefits or medical aid or medical insurance. These are and remain the responsibility of the manager.

1 November 2024