



CALL FOR APPLICATIONS

Seminar Curriculum Designer

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 Seminar Curriculum Designer to develop training materials for project participants.

Roles and Responsibilities:

- Creating stimulating lesson plans and recommending interesting additional resources.
- Selecting appropriate instructional methods.
- Defining time frames and preparing training materials in physical and digital formats.
- Design detailed educational curriculum, including dates, topics and number of hours required per course.

- Create engaging training course content (videos, quizzes and activities).
- Set learning objectives for the seminar.
- Determine evaluation criteria.
- Organize physical and digital resources for instructors and trainees/seminar attendees.
- Provide manuals and guidelines on how to use online training material.
- Developing a range of digital resources to ensure ongoing learning outside of formal settings.

Qualification and Requirements:

- BSc degree in Instructional design, Education or relevant field.
- Work experience as a Curriculum Designer, Instructional Designer or similar role.
- Hands-on experience with Learning Management Software (LMS).
- Familiarity with video editing software.
- Ability to write clear instructional copy.
- Knowledgeable about the Creative Industry.
- Strong digital and research skills.
- Excellent collaboration and written and verbal communication skills.
- Strong planning skills, vision, and creative intelligence.
- 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'-Seminar Curriculum Designer" by 11:59 pm (Bogota Time) December 22, 2021.

WHEN WILL PARTICIPANTS BE SELECTED?

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