



Career Opportunity – Regional Carnival Coordinator

PURPOSE OF JOB

The Regional Carnival Coordinator at the National Carnival Commission of Trinidad and Tobago (NCC) is responsible for planning, implementing and supporting Carnival activities within an assigned region, under the guidance of the Director, Regional Carnival Committees (RCC).

This position ensures that regional Carnival initiatives are executed effectively and in alignment with national cultural policy and the strategic framework of the Carnival Institute of Trinidad and Tobago (CITT). Working closely with community stakeholders, cultural practitioners and local government bodies, the Regional Carnival Coordinator is responsible for coordinating logistics, stakeholder engagement, documentation and cultural preservation at the regional level.

TASKS AND RESPONSIBILITIES

1. Planning & Coordination:

- Provide insight and recommendations on strategic initiatives that promote regional Carnival development and cultural sustainability.
- Contribute to the development and management of regional Carnival activity calendars and implementation plans.
- Provides technical, administrative, and logistical support to Regional Carnival Committees to enhance planning and delivery capacity.
- Assist with revising and monitoring regional budgets in line with government subvention releases and allocating funds accordingly.
- Ensure timely execution of competitions, parades, school initiatives and traditional mas showcases.

1. Event Management:

- Provide oversight and support for contractors, service providers, and vendors involved in event delivery.
- Supervise on-the-ground setup and breakdown of events in partnership with support staff and Regional Assistants.
- Monitor event budgets, reporting on expenditures, variances, and savings.

2. Stakeholder Engagement:

- Build and maintain partnerships with mas bands, pan sides, calypso tents, schools, cultural groups and local authorities.
- Maintain close communication with local government representatives, police, fire services, schools and NGOs.
- Facilitate collaboration between communities and the national Carnival structure to ensure inclusive participation.



3. Documentation & Reporting:

- Work with the CITT to record and document regional Carnival traditions, characters, oral histories and performances.
- Contribute to the development of a national Carnival archive by collecting photo, video and written content from regional events.
- Prepare presentations and reports to the Director, RCC outlining Unit performance.
- Prepare progress and spend reports for all RCC activities including Regional Carnivals.

4. Promotion & Communications Support:

- Coordinate with the Marketing & Communications Unit of the NCC and CITT to publicize regional events.
- Facilitate regional social media content in collaboration with the Communications Officer and Multimedia team.
- Collaborate with the Outreach Coordinator to coordinate Carnival workshops and school outreach programmes in wire bending, storytelling, calypso, steelpan, costume making etc.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Carnival Studies, Visual Arts, Event Management or a related field; and
- At least 3 years of experience in event coordination or community engagement; or
- Any relevant combination of qualifications and experience.

SKILLS AND ABILITIES

- Strong understanding of Carnival culture in Trinidad and Tobago and its regional variations.
- Proven ability to manage large, complex events and work with diverse teams.
- Excellent organisational and project management skills.
- Strong budgeting and financial planning capabilities.
- Excellent communication and stakeholder engagement skills.
- Ability to work under pressure and meet tight deadlines.
- Ability to work flexible hours, including weekends and holidays.

DURATION: 2-year contract.

LOCATION: Port-of-Spain.

DEADLINE: Applicants are asked to send a Cover Letter and Resume to vacancies@ncctt.org by Monday, 4 August 2025 or deliver in a clearly marked envelope to:

VACANCIES
National Carnival Commission of Trinidad and Tobago
29 Victoria Square West
Port of Spain