



NATIONAL CARNIVAL COMMISSION OF TRINIDAD AND TOBAGO

DIRECTOR, REGIONAL CARNIVAL COMMITTEES

JOB SUMMARY:

The incumbent is responsible for providing strategic leadership, coordination, and oversight of the operations and development of Regional Carnival Committees (RCCs) throughout Trinidad and Tobago. The Director will work to strengthen the capacity and sustainability of regional celebrations, ensuring they align with the National Carnival Commission's mandate to promote cultural inclusivity, preserve community-based traditions, and enhance the national Carnival product.

REPORTING RELATIONSHIP:

Reports to the Chief Executive Officer (CEO)

SUPERVISION GIVEN:

- Regional Carnival Committees
- Assigned Programme Officers and Field Staff
- External Partners and Cultural Liaison Officers

DUTIES AND RESPONSIBILITIES

- **Strategic Oversight & Development:**

Lead the strategic planning and implementation of support initiatives for Regional Carnival Committees in collaboration with the NCC.

Ensure regional events align with national Carnival standards, cultural policies, and strategic objectives.

Design and implement frameworks for improving governance, transparency, and operational efficiency among RCCs.

- **Capacity Building & Support:**

Develop and deliver training, mentorship, and capacity-building programmes for RCC members to improve event management, financial accountability, and cultural programming.

Foster the development of sustainable regional Carnival models that promote youth involvement, economic activity, and community ownership.

- **Monitoring, Evaluation & Reporting:**

Establish and manage systems for monitoring the performance, impact, and needs of RCCs.

Conduct field assessments, maintain records of committee activities, and prepare detailed reports and recommendations for senior management and the Board.

- **Financial & Logistical Coordination:**

Oversee the disbursement, utilization, and reporting of subventions and resources allocated to RCCs.

Assist in the development of budgets, sponsorship plans, and resource mobilization strategies for regional events.

- **Stakeholder Engagement:**

Serve as the principal liaison between the NCC and Regional Carnival Committees, fostering strong, respectful, and responsive relationships.

Representing the NCC at regional consultations, community meetings, stakeholder forums, and government engagements.

- **Cultural Integrity & Advocacy:**

Advocate for the preservation of regional cultural expressions, indigenous masquerade, and community heritage within Carnival celebrations.

Promote regional diversity and inclusion as integral to the national Carnival narrative.

KNOWLEDGE, SKILLS, AND ABILITIES

- **Knowledge:**

In-depth knowledge of the cultural landscape of Trinidad and Tobago, particularly regional Carnival traditions.

Understanding of governance and operational structures of community-based cultural organisations.

Familiarity with public sector operations, grant funding mechanisms, and stakeholder management.

Knowledge of event planning, financial reporting, and programme evaluation methodologies.

- **Skills and Abilities:**

Strong leadership, coordination, and interpersonal skills.

Ability to engage diverse stakeholders, including rural and underserved communities, with diplomacy and cultural sensitivity.

Excellent verbal and written communication skills.

Competence in conflict resolution, negotiation, and facilitation.

Proficiency in the use of Microsoft Office and project tracking tools.

MINIMUM EXPERIENCE AND TRAINING

A Bachelor's Degree in Cultural Studies, Community Development, Public Administration, or a related field. A Master's Degree would be an asset.

At least eight (8) years of progressively responsible experience in community engagement, cultural programming, or public sector management, with specific experience in Carnival or festival coordination.

Demonstrated experience working with grassroots organizations or managing decentralised networks.

Any equivalent combination of training and experience.