

Position: **Production Manager**

Singapore Repertory Theatre (SRT) is looking for a full-time Production Manager.

The Production Manager oversees and delivers all productions produced by the SRT group, ensuring the highest standards of execution across plays, musicals, theatre for young audiences, international presentations, and special events. Reporting to Management, this role leads production planning and operations while managing resources, timelines, and teams in a dynamic and fast-paced environment.

The ideal candidate thrives on collaboration with a diverse range of local and international theatre artists and brings both strategic oversight and hands-on leadership to complex productions.

Key Responsibilities:

- Lead and manage all production processes from pre-production through to strike, ensuring projects are delivered on time and within budget.
- Oversee production logistics including venues, transportation, hospitality, accommodation, and artist welfare.
- Supervise and mentor Production Coordinators and other production staff, delegating responsibilities effectively.
- Develop and implement production schedules, workflows, and operational systems to improve efficiency.
- Collaborate closely with creative, technical, and administrative teams to align production goals.
- Oversee load-in and load-out processes, ensuring safe and efficient handling of scenery, costumes, props, lighting, and sound.
- Manage production budgets, track expenditures, and identify cost-saving opportunities.
- Identify, apply and ensure compliance with all necessary licenses, permits, insurance and other regulatory requirements.
- Oversee the planning and execution of readings, workshops, and developmental activities.
- Recruit, contract and manage a network of freelance production staff.
- Manage inventory, maintenance, acquisitions, rentals, and loans of production equipment and assets, and maintain a network of suppliers.
- Ensure warehouse operations are well-organised, catalogued, and compliant with safety standards.
- Act as the key point of contact for production-related matters across internal and external stakeholders.
- Ensure compliance with health, safety, and regulatory requirements across all productions.
- Ensure comprehensive documentation and archiving for all productions.

Requirements:

- Minimum 5 years of professional theatre experience in production management, technical theatre, or stage management, with demonstrated leadership experience.
- Proven ability to manage multiple large-scale productions simultaneously.
- Strong budgeting and financial management skills.
- Advanced organisational, problem-solving, and communication skills with strong attention to detail.
- Demonstrated experience leading teams and working collaboratively across departments.
- Effective information flow management throughout all stages of the production process
- Proficiency in production-related software; CAD or similar tools are an advantage.
- Strong technical knowledge across theatre disciplines (lighting, sound, staging, etc.).
- Ability to work independently, prioritise effectively, and meet tight deadlines.
- Flexible and adaptable approach to changing project demands and working hours.
- Fluency in English, spoken and written. Proficiency in other local languages is a plus.

About SRT:

Founded in 1993, Singapore Repertory Theatre (SRT) is one of the leading English language theatre producers and presenters in Asia. In addition to its repertoire of original musicals like *Forbidden City: Portrait of an Empress*, SRT has produced a number of critically acclaimed plays including *The Pillowman*, *2:22* and *Disgraced*. SRT was the first Singaporean theatre company on Broadway in 1998 as Associate Producer of *Golden Child*, which went from Singapore to New York and earned three Tony Award nominations. SRT's international collaborations include Royal Shakespeare Company's *King Lear* and *The Seagull* starring Sir Ian McKellen, Oscar-winning Sam Mendes' *The Bridge Project* (2009-2011) as well as *3 Titans of Theatre* – a season of works directed by Simon McBurney, Yukio Ninagawa and Peter Brook. SRT produces the very successful Shakespeare in the Park season and is one of the biggest producers of children's theatre in Southeast Asia with shows like *The Cat in the Hat*, *The Ugly Duckling* and *The Three Little Pigs*. SRT is also very active in the local community with Learning & Engagement programmes that benefit thousands of young learners and educators underpinning a substantial investment in audience and talent development for the wider industry in Singapore.

To apply:

Please send the following by email to Felis Chia, Human Resources Manager, at felis@srt.com.sg

- A current CV listing all theatre projects worked on and key relevant colleagues;
- A cover letter describing the aspects of the position and SRTs work that most interests you, your previous experience with the job requirements including specific examples to demonstrate your performance on the job, nationality and visa status in Singapore, and your earliest date of availability.