



SINGAPORE REPERTORY THEATRE

Resident, Production Management

Singapore Repertory Theatre (SRT) is seeking applicants in the Production team for its Residency Programme. The Resident shall take on the role of Production Co-ordinator in SRT's productions.

This position provides a valuable opportunity to gain practical experience in theatre production management while working closely with both creative and technical teams. It is ideal for a recent graduate in arts or theatre management who has a passion for the performing arts. The Resident will report to the Head of Production and receive comprehensive, hands-on training throughout the programme. They will be assigned to different productions within the SRT Group, with their specific responsibilities on each show determined by the Production Manager to support their individual training goals.

Key Responsibilities

- Assist in the coordination of rehearsals, production meetings, and technical rehearsals.
- Help maintain up-to-date production documentation (schedules, rehearsal reports, cue sheets).
- Support communication between departments (design, technical, stage management, and administration).
- Manage and track props, costumes, and equipment during rehearsals and performances.
- Assist backstage during performances as needed (scene changes, prop hand-offs, etc.).
- Attend and take notes at production meetings, circulating information to relevant teams.
- Help coordinate transport, purchases, or returns for production materials.
- Ensure compliance with health & safety procedures backstage.

Requirements

- A relevant qualification in Performance Production, Stage Management, or other related fields of study.
- Previous experience in amateur or educational theatre would be advantageous but not essential.
- Good organizational and time-management skills.
- Strong communication and interpersonal abilities.
- Willingness to work evenings and weekends during production periods.
- Ability to take direction and work both independently and as part of a team.
- Basic understanding of technical theatre disciplines (lighting, sound, set, etc.).

A full-time commitment to the 24-month residency programme is required and the opportunity is open to Singapore citizens only.

Interested candidates should send their applications to Felis Chia, Human Resources Manager at felis@srt.com.sg



About Singapore Repertory Theatre's Residency Programme

SRT's Residency Programme provides a hands-on, immersive experience for emerging theatre professionals seeking to advance their careers in Singapore's theatre scene. With a successful track record spanning more than 10 years—where 95% of graduates remain active in the industry.

Residents engage in the daily operations of one of Asia's leading theatre companies, gaining respect and professional experience while working as part of a team. When suitable, formal training from external vendors is integrated to complement the practical experience at SRT.

The residency empowers participants to set goals, assess their progress, and refine their skills in alignment with industry standards. This training format offers numerous benefits for career development, providing residents with diverse, high-quality work experiences that will bolster future employment prospects. Each resident is expected to commit full-time for 24 months.

The residency programme is integral to SRT's strategy for capacity development, investing in a future pool of colleagues in essential areas, while also making a significant contribution to the industry. Residents are considered vital members of the SRT team, actively participating in daily operations.