

Access Administrator

[Part-time]

To fulfil the ambition of the [Access Arts Hub](#) to be disability led and in line with SRT's Access Development programme, we would like to hear from applicants who identify as Deaf or Disabled. If you require this information in any other format, please don't hesitate to email; paul@srt.com.sg

Role Overview:

Singapore Repertory Theatre (SRT) is looking for a part time Access Administrator to work closely with the Learning & Engagement Team at SRT to support the administration of the Access Arts Hub. In 2018, SRT along with industry partners established the Access Arts Hub (the Hub) as a voluntary consortium, meeting quarterly to share ideas, challenges, best practise and training in the area of Accessible Arts.

The Hub forms part of SRT's commitment to improve accessibility for D/deaf and Disabled patrons when it comes to attending arts events in Singapore. The Hub has three broad aims;

- To make venues more accessible and disability friendly, supporting and advising best practise and developing training opportunities.
- To encourage content producers to plan for accessible performances & events with audio description (for blind and vision impaired patrons) sign language interpretation/captioning (for D/deaf and Hard of Hearing

patrons) and ‘relaxed’ performances (for Neurodiverse patrons).

- To reach out to communities to support them to engage with the arts, to understand the challenges facing attendance and participation and action change.

The Access Administrator is responsible for the general administration of the Access Arts Hub including, liaison with the hub members, co-ordination of the hub meetings, management of the Access Arts Hub website, populating the hubs social media channels and ensuring higher visibility of the hub within the arts sector.

Responsible to: Learning & Engagement Manager (SRT)

Place of work: KC Arts Centre, Home of SRT, Havelock II office and other venues as required. ***Work from home as default is also available for successful applicants who may prefer to work remotely.**

Hours of work: 10 hours per week to be worked flexibly. Due to the nature of the post some evening and weekend work will be required.

Notice period: The position is subject to one month’s notice on either side.

Duties:

- Management of the hub’s membership database
- Co-ordination of the hub’s meeting schedules
- Minute taking and distribution of meeting notes and agendas
- Preparation of meeting PowerPoints
- To populate Accessible arts events on the Access Arts Hub event listing page

- Planning and posting of social media events on the Access Arts Hub social media channels
- Administration and moderation of social media channels
- Provide support to SRT's Assisted Performance programme as required
- Plan, prepare and collate feedback from survey's relating to access events and programmes

Essential skills and experience:

- Experience working with Access users
- Knowledgeable of disability awareness
- A keen interest in Accessibility and the Arts
- A good working knowledge of Microsoft Office including Word, PowerPoint and Excel
- Confident social media user
- Good verbal and/or written communication skills
- Ability to work both on own initiative and collaboratively.
- Organized and ability to work to deadlines
- Willing to work flexible hours including weekends and evenings

Applicants:

All applicants must send a resume with an accompanying cover letter (no more than one page) stating how they meet the essential skills and experience above, with reference to the role's duties.

Applicants requiring additional support, please don't hesitate to make contact with SRT to discuss additional resource and adjustments that may be necessary.

Please submit a cover letter and resume to paul@srt.com.sg
 Applicants must the right to work in Singapore.
 Shortlisted applicants will be asked to attend an interview.