

Job Description

Education Officer (Part-time)
Learning & Engagement

We are looking for a highly motivated and passionate candidate to support SRT's ambition to be the 'best place to learn', teaching through the arts, to transform Education in Singapore.

Learning & Engagement Mission: To harness the learning power of theatre to excite, enrich and educate young people, communities, and professionals.

Role Overview:	Education Officer
Responsible to:	Learning & Engagement Manager
Place of work:	KC Arts Centre, Home of SRT, Havelock II office and other venues as required
Holidays:	7 days per year plus public holidays.
Hours of work:	22 hours per week to be worked flexibly, usually distributed across a 5-day week. Due to the nature of the post, some evening and weekend work will be required.
Notice period:	The post will have a three-month probationary period. After the probationary period, the post is subject to two months' notice on either side.

Core Purpose

To be responsible for developing and coordinating SRT's 'Arts Education' portfolio. This entails co-ordinating, developing and delivering a range of diverse arts education activities. Core programmes include but are not limited to NAC- AEP-approved school programmes and SRT's flagship early years arts integration programme, *Singapore Wolf Trap*.

Key Responsibilities

- To execute, manage, and evaluate L&E's Arts Education programmes within a broad range of formal education settings, including state and private institutes, for students, teachers, and other related professionals
- Liaise with and manage freelance teaching artists and creatives who are engaged with school workshop delivery, in consultation with the Learning & Engagement Manager
- Support the preparation of lesson plans, booking confirmation forms, invoicing, and contracting for associated programmes in collaboration with the Learning & Engagement team
- To keep abreast of local and international arts education initiatives and policies from preschool to tertiary education
- To support the development of L&E's relationships and partnerships with associated institutes
- To support the marketing of associated projects, host sales meetings with stakeholders, and support the development of 'copy' and artwork in collaboration with the SRT Marketing team
- To work to agreed KPIs and financial targets set by L&E Manager & Managing Director
- To ensure that effective communication systems are maintained with all appropriate external stakeholders and internally across departmental personnel at SRT

- Work with the Learning & Engagement Manager to maintain effective administration systems for all work delivered on behalf of the Learning and Engagement Department, including monitoring participatory activity.
- To represent Singapore Repertory Theatre by attending relevant events and meetings with other agencies as appropriate
- To carry out any other reasonable duties as determined by the SRT Management team.
- Support Front of House duties and SRT events as required.

Person Specification

Essential skills and experience

- A relevant theatre/ arts degree or teaching qualification
- A proven track record of developing and project-managing participatory programmes and/or education events
- At least three years of experience in running or managing performance-based workshops, with children and young people
- Experience in managing freelancers, volunteers, or other staff
- Excellent verbal communication skills with the ability to address and engage a range of groups and individuals, including stakeholders, teachers, and participants
- Excellent written communication skills with the ability to create and disseminate clear and coherent reports, evaluative material, and resources
- Excellent interpersonal skills with the ability to build strong relationships with partners and groups
- Ability to work both on own initiative and collaboratively
- Willing to work flexible hours including weekends and evenings
- Excellent IT skills; good working knowledge of Microsoft Office

Desirable

- Knowledge and understanding of Child Protection & Safeguarding Policies
- Proficiency in the Mandarin language

Applicants

All applicants are to send a CV with an accompanying cover letter, stating how they meet the Person Specification above, with reference to the role's responsibilities. A video submission is also acceptable as an alternative to a cover letter, 3-5minutes in length. Please send it to paul@srt.com.sg

Shortlisted applicants will be asked to attend an interview and prepare a short presentation.

All applicants must already have the right to live and work in Singapore to apply.

Note: Singapore Repertory Theatre (SRT) is unable to provide feedback to unsuccessful applicants.

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*, the company has produced a number of critically acclaimed plays that include *ART*, *The Pillowman* and *God of Carnage*. 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 mission is to enrich, engage and entertain audiences by staging theatrical productions and learning programmes of the highest calibre, collaborating with the best talent in the world. SRT's vision is to inspire, engage and entertain audiences of all ages.

SRT is also very active in the local community with a Learning & Engagement programme that benefits thousands of students, teachers, and children and which underpins a substantial investment in audience and talent development for the wider industry in Singapore.

SRT is supported by the National Arts Council under the Major Company Scheme for the period from 1 April 2020 to 31 March 2023.

Our Values:

SRT's values are based on our passion for telling great stories and telling them well, to build a more caring and engaged society.

Passionate

We are passionate about what we do, and we put the art at the centre of everything. We strive to deliver artistic excellence.

Professional

We strive to live up to the highest level of professionalism in everything we do. We are trustworthy, reliable, accountable and honest and we want to keep improving the value we bring to our stakeholders year on year.

Entrepreneurial

We have the drive, curiosity and the courage to lead. We are ambitious in our goal to build communities as well as reach more people through theatre and theatre-based learning – and we dare to go new ways in doing so.

Caring

We truly believe we make lives better through our work. We care about the stories we tell, the people we tell them to and the people we work with. Inclusivity and sustainability are central to us.