

Resident Marketing Officer - Residency Programme

Singapore Repertory Theatre's Residency Programme offers an immersive hands-on experience for young theatre professionals looking to further their careers in Singapore's theatre industry. Residents work closely alongside professional colleagues at SRT on a wide range of productions and programmes developing their skills and understanding of their chosen specialities and also participating in the day-to-day workings of one of the leading theatre companies in Asia.

We are looking for a candidate with a strong design background who is looking to train and grow to be a marketer. The Marketing Resident will support the Learning and Engagement team in SRT for their design and marketing needs. The Resident will be closely mentored throughout the journey which includes regular check-ins and opportunities to attend marketing-related workshops.

The Resident will be expected to make a full-time commitment for 18-24 months. A monthly salary and CPF will form the base income for the resident during the engagement with SRT.

Resident Marketing Officer - Job Description

Resident Marketing Officer is responsible for designing, executing and co-ordinating the marketing and communication of Learning & Engagement for through-the-line campaigns (mainstream, OOH, below-the-line, mobile, digital and social) as well as managing the website. This includes curating and producing the content together with the Learning and Engagement team and uploading of content primarily on SRT digital platforms. The Resident will report to the Head of Sales and Marketing, and will assist with the development and design of marketing collateral, including graphics, logos, event collateral materials, video editing and a variety of other creative tasks as assigned.

Responsibilities

- Create and design visuals for campaigns and programmes for both online and offline
- Assist in video production and post production editing
- Co-ordinate and assist in photoshoot
- Contributing to copy writing as appropriate
- Creation of images to coincide with social and blog posts
- Assist with website and blog updates
- Assist with collateral updates and version control
- Planning and maintaining marketing schedules
- Monitoring L&E marketing expenditure
- Providing L&E marketing analytics

- Other projects as assigned

Others:

- Support Front of House duties and SRT events as required
- Support across departments as required by Management

Person Specification

Essential skills and experience

- Excellent working knowledge for both MAC and PC
- Must be proficient in design and video editing software such as Adobe Illustrator, Indesign, Photoshop, Premiere pro, After Effects, and Lightroom
- A good working knowledge of Microsoft Office
- Excellent verbal and written communication skills
- Ability to work both on own initiative and collaboratively
- Organized, dependable and detail oriented, working to deadlines
- Willing to work flexible hours including weekends and evenings
- Quick learner and efficient, and able to work well under pressure
- An interest in the arts/ theatre or education

All applicants to send resume with accompanying cover letter (no more than one page) stating how they meet the *Person Specification* above, with reference to the role's responsibilities. Please submit a cover letter and resume to margaret@srt.com.sg . **Open to Singapore citizens only**

Only shortlisted candidates will be notified.

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 several critically acclaimed plays including *The Pillowman*, *Disgraced* and most recently *Caught*. 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.