

Children and Youth Officer

Role Overview:

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| Title: | Children and Youth Officer |
| Responsible to: | Learning & Engagement Manager |
| Place of work: | KC Arts Centre, Home of SRT, Havelock II office and other venues as required |
| Holidays: | 14 days per year plus public holidays. |
| Hours of work: | 44 hour 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 month's notice on either side. |

Children and Youth Officer

Job Description

Core Purpose

To be responsible for developing and managing key areas of the Learning and Engagement (L&E) programme, in particular emphasis on programmes relating to Learning & Engagements **Children and Youth** strategic pillar. The role will deliver on core programmes such as, *The Young Company (TYC) and Inclusive Young Company (iYC)*, actor training for young people. *Stage Camps*: SRT's holiday programme for children and young people aged 4 -16 years. Additionally, the role will support the launch and management of a new 'Academy' format, establishing weekly speech and drama classes, and theatre engagement programmes for children and young people aged 4- 16 years.

Key Responsibilities

- To execute, manage, and evaluate **L&E's Children and Youth** programmes. Programmes range from established actor training courses such as TYC, through to the creation of new speech and drama programmes under the 'Academy' format children.
- Liaise with and manage freelance teaching artists and creatives who are engaged with workshop delivery and production support, in consultation with the Learning and Engagement Manager.
- Liaise with SRT's Production team to ensure planning and realisation of programme showcases and 'end of year' staged events in consultation with the Learning and Engagement Manager.

- As appropriate, support the planning and delivery of workshop content alongside the Learning & Engagement Team
- To keep abreast of local and international children and youth participation initiatives within the arts sector
- To support development of *L&E's Children and Youth* partnerships with new and associated organisations and institutes both locally and internationally
- To support Marketing of associated projects, hosting sales meeting with stakeholders, developing copy and artwork in collaboration with SRT Marketing team.
- To work to agreed KPI's and Financial targets set by L&E Manager & Managing Director
- To ensure that effective systems of communication are maintained with all appropriate external stakeholder 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.
- 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

- Performing arts degree
- At least four years' experience of running theatre-based workshops, with children and young people.
- Demonstratable experience of managing complex programmes, with tight deadlines and multiple stakeholders
- In depth knowledge and understanding of theatre practice and the ability to apply a range of techniques and approaches in workshop settings

- A proven track record of developing and project managing participatory programmes
- Experience of managing freelancers, volunteers, and other stakeholders
- Excellent verbal communication skills with the ability to address and engage a range of groups and individuals, including partners, practitioner, parents, 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
- Knowledge and understanding of the arts and cultural sector, with specific reference to children and youth
- Knowledge and understanding of Child Protection & Safeguarding Policies
- Passion for theatre and participation
- Ability to work both on own initiative and collaboratively
- Willing to work flexible hours including weekends and evenings
- Excellent IT skills; an excellent working knowledge of Microsoft Office

Applicants:

All applicants to send CV with accompanying cover letter, stating how they meet the Person Specification above, along reference to the role's responsibilities.

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

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 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.

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

Excite: Creating a safe, immersive, and stimulating environment

Enrich: Enhancing lives through holistic development

Educate: Pushing the boundaries of learning