
Singapore Repertory Theatre has a vacancy for a full-time **Production Coordinator**.

The Production Coordinator is responsible for supporting shows produced by the SRT Group. This role reports to the Production Manager and works on productions encompassing plays, musicals, children's theatre and international presentations. The right candidate for this position will enjoy working with a wide variety of local and international theatre artists in an exciting, fast-paced environment.

Duties may include the following:

- Assist the Production Manager in carrying out their responsibilities.
- Assist in the process of staffing production teams.
- Assist to organise and schedule workshops and readings for each production.
- Assist during load-in, and strike of production related scenery, costumes, lighting and sound.
- Organise maintenance, care, acquisitions, rentals and loans of production related equipment.
- Ensure a full production archive is created for each production.
- Ensure that storage warehouse is organised and catalogued.
- Assist on SRT fundraisers and annual Theatre Ball and occasional FOH duties.

Requirements

- Minimum 3 years of professional theatre experience in a technical theatre field or in production/stage management.
- Good computer skills. Proficiency with CAD or drafting software is a plus.
- Basic technical knowledge.
- Excellent organisational, problem-solving and communication skills.
- Good track record of working independently, multi-tasking and meeting project deadlines.
- Lead small teams and ensure satisfactory performance standards.
- Flexible approach to project requirements and working hours.

Application procedure

To apply, please send your full resume with a cover letter describing your previous experience with the job and your earliest date of availability to production@srt.com.sg

Application deadline: 4 January 2022

Salary will be commensurate with experience.