

Resident Learning & Engagement 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 local and international colleagues 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.

The opportunity to train on a live programme, allows the Resident to set goals, review their progress and develop their skills in direct relation to the industry. Training in this format offers many benefits to career development, offering Residents diverse and high-quality work experiences that will support future employment opportunities.

Each Resident will be expected to make a full-time commitment for 18-24 months. A monthly stipend will be provided to assist the Resident with living expenses for the duration of this skill development programme.

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

Role Overview:

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 trainee position is subject to one month's notice on either side.

Resident Learning and Engagement Officer**Job Description****Core Purpose**

To support existing and develop new L&E programmes, both in terms of formal education and informal community learning programmes. This entails co-ordinating, developing and delivering a range of learning activities on behalf of SRT Learning & Engagement.

Administration:

- Liaising with clients i.e. Schools, participants, community partners
- Planning programme schedules and registration
- Resource management i.e. Freelancer recruitment
- Finance support i.e. Booking confirmation, invoicing and auditing support
- Sales support for L&E programmes i.e. telephone sales & emails
- Contribute to the development of Learning & Engagement strategy

Facilitation:

- Support planning and delivery of all programmes related to L&E
- Provide assistant facilitator support
- Provide lead facilitator delivery

Other:

- Plan and review a personal development with the Learning and Engagement Manager
- Support Front of House duties and SRT events as required
- Support across departments as required by Learning & Engagement Manager

Person Specification

Essential skills and experience

- Experience of running theatre-based workshops, in particular with children and young people.
- Knowledge and understanding of theatre practice.
- Good verbal communication skills with the ability to address and engage a range of groups and individuals, including stakeholders, teachers and participants.
- Good written communication skills.
- Some knowledge and understanding of the education and cultural sector.
- A passion for theatre and participation.
- Ability to work both on own initiative and collaboratively.
- Willing to work flexible hours including weekends and evenings
- A good working knowledge of Microsoft Office.

Applicants:

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

Please submit a cover letter and resume to paul@srt.com.sg

Open to Singapore citizens.

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