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Singapore Repertory Theatre has a vacancy for a full-time **Company Manager**.

The Company Manager is responsible for managing all freelance artists working on shows produced by the SRT group. This role reports to SRT's Production Managers and works on approximately 8-10 productions a season encompassing plays, musicals, children's theatre and foreign 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.

Responsibilities may include the following:

- Overseeing safety and welfare for all production company members;
- Preparing contracts and coordinating payments;
- Ensuring compliance with all necessary licenses, permits, insurance and other regulatory requirements;
- Planning and booking guest artist travel and accommodation as needed;
- Coordinating logistics arrangements as needed;
- Overseeing maintenance, care, acquisitions, rentals and loans of production-related equipment;
- Assisting on SRT fundraisers, annual Theatre Ball and occasional FOH duties; and
- Providing general support to SRT's Production Managers and Deputy Artistic Director in carrying out their responsibilities.

### **Requirements**

Applicants must have prior track record demonstrating ability to

- independently create and execute a complete plan of all steps required to realise their responsibilities;
- set realistic deadlines and achieve targeted goals;
- successfully work on multiple projects simultaneously;
- effectively manage information flow amongst multiple teams;
- resolve interpersonal conflicts amongst team members;
- prepare and adapt contracts for a range of different job scopes;
- speak and write at a high standard of English. Proficiency with other local languages is a plus;
- proficiently use a range of digital tools, especially Microsoft Office applications.

This job will require work beyond regular office hours, including some weekends and public holidays.

Previous professional theatre experience preferred. Candidates without theatre experience may be considered depending on the relevance of their skillsets and previous work experience.

### **Application procedure**

To apply, please send the following by e-mail to **production@srt.com.sg**

- a current CV
- a cover letter describing the aspects of the position and SRT's work that most interest you. This letter should also include your earliest date of availability, nationality and visa status in Singapore.
- an 800-1000 word statement describing your previous experience with the job requirements, with specific examples to demonstrate your performance on the job.

**Application deadline: 28 February 2020**

Salary will be commensurate with experience.

Shortlisted candidates will be asked to attend an interview.