

Singapore Repertory Theatre seeks a **Production Assistant** to work with us from **13 Jan – 12 April 2020**.

The Production Assistant will support SRT's team with the creation of several new productions. This is a full-time commitment which offers a hands-on opportunity to be involved in the production process and to work with a variety of local and international creatives and performers.

Duties may include the following:

- Assisting the Production Managers with technical and logistics requirements
- Looking after the welfare of performers and production staff
- Providing administrative and office support

Requirements

- Singaporean/PR
- Good work ethic and reliability
- Quick learner and able to adapt to different job requirements
- Good communication skills, verbal and written. Must be able to speak and write clearly in English. Proficiency with other local languages is a plus.
- Basic computer literacy, in particular familiarity with Microsoft Office applications
- Interest in the work produced by SRT. Previous theatre experience preferred but not required.

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

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.

Application deadline: 25 November 2019

Shortlisted candidates will be contacted to attend an interview.