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

The Production Manager is responsible for ensuring shows produced by the SRT group are presented to a high standard of quality and delivered on schedule and on budget. This role reports to SRT's Deputy Artistic Director 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.

Duties may include the following:

- Leading the production management team on 3-5 productions a year;
- Ensuring projects are thoroughly documented and archived for future reference;
- Overseeing maintenance, care, acquisitions, rentals and loans of production-related equipment;
- Maintaining a network of freelance theatre staff and suppliers;
- Assisting on SRT fundraisers, annual Theatre Ball and occasional FOH duties; and
- Providing general support to SRT's Deputy Artistic Director in carrying out her responsibilities.

### **Requirements**

Applicants must be able to:

- manage 3 or more mid to large-scale productions simultaneously;
- read and analyse playscripts for production requirements and potential challenges;
- analyse technical drawings / specifications for potential build, installation or maintenance problems;
- identify and troubleshoot technical issues in areas including but not limited to set, costumes, props, lighting, sound and multimedia;
- provide hands-on assistance to solve problems in all technical areas;
- independently create and execute a complete plan of all steps required to realise a production, and set realistic deadlines;
- draft full production budgets including profit/loss projections and ensure production expenditure falls within the approved budget;
- recruit and prepare contracts for freelance production staff;
- lead small to mid-size teams and ensure satisfactory performance standards and outcomes;
- ensure compliance with all necessary licenses, permits, insurance and other regulatory requirements;
- effectively manage information flow throughout all stages of the production process;
- speak and write at a high standard of English. Proficiency with other local languages is a plus;
- proficiently use a wide range of digital tools, especially Microsoft Office and CAD applications.

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

At least 3 years of prior experience with production management for mid to large scale professional theatre productions is strongly recommended. Candidates with minimal theatre experience should apply to SRT's Residency Programme.

### **Application procedure**

To apply, please send the following by e-mail to [production@srt.com.sg](mailto:production@srt.com.sg)

- a current CV listing all theatre projects you have worked on and key relevant colleagues.
- 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: 20 November 2019**

Salary will be commensurate with experience.

Shortlisted candidates will be asked to attend an interview.