
Singapore Repertory Theatre has a vacancy for a full-time **Technical Supervisor (Venue)**.

The Technical Supervisor is responsible for all technical personnel, equipment and processes necessary to ensure the smooth functioning of the KC Arts Centre – Home of Singapore Repertory Theatre. This role reports to SRT's Venue Manager and Deputy Artistic Director and supervises a 3-4 person technical team at the KC Arts Centre. 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 include but are not limited to the following:

- Overseeing acquisitions, deployment and maintenance of SRT's technical equipment;
- Overseeing maintenance of venue facilities at the KC Arts Centre;
- Growing and managing SRT's network of theatre technicians and equipment/service providers;
- Rostering and managing performance of SRT's full-time and casual technicians;
- Supervising technical work for all productions at the KC Arts Centre, which may include serving as show crew as needed;
- Ensuring all technical work at the KC Arts Centre complies with relevant health and safety guidelines;
- Providing technical assistance and support for other events such as SRT's annual Theatre Ball; and
- Providing general support to SRT's Venue Manager in carrying out her responsibilities.

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

Requirements

At least 5 years of prior experience with technical processes for mid to large scale professional theatre productions is strongly recommended.

Applicant's previous work experience must demonstrate ability to carry out the following:

- recommend, source and deploy a wide variety of equipment for all technical theatre areas, including but not limited to set, costumes, props, lighting, sound and multimedia;
- analyze technical specifications and CAD drawings for potential build, installation or maintenance problems;
- identify, troubleshoot and successfully resolve problems in all technical theatre areas;
- lead small to mid-size teams and ensure satisfactory performance standards and outcomes;
- maintain up-to-date in-house technical specifications and equipment inventories;
- independently create and execute maintenance plans for venue facilities;
- ensure compliance with all necessary licenses, permits, insurance and other regulatory requirements;
- effectively manage information flow with multiple departments;
- speak and write at a good 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.

Application procedure

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

- a current CV listing all theatre projects you have worked on with specific examples to demonstrate your previous experience with the job requirements
- 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.

Application deadline: 28 Feb 2020

Salary will be commensurate with experience.

Shortlisted candidates will be asked to attend an interview.