

Position: **Production Coordinator**

Singapore Repertory Theatre (SRT) is looking for a full-time Production Coordinator.

The Production Coordinator is responsible for supporting shows produced by the SRT group. This role reports to SRT's Production Manager and works on productions encompassing plays, musicals, theatre for young audiences, international presentations and other events. The right candidate for this position will enjoy working with a wide variety of local and international theatre artists in an exciting and fast-paced environment.

**Key Responsibilities:**

- Assist the Production Manager(s) in carrying out their responsibilities.
- Organise production logistics (welfare, venue, hospitality, transport, etc.).
- Providing administrative support for SRT's productions.
- Assist in the load-in and load-out of production related elements including but not limited to scenery, costumes, props, lighting and sound.
- Ensure that a full production archive is created for each production.
- Assist in the organising and scheduling of readings and workshops for each production.
- Organise the maintenance, care, acquisitions, rentals and loans of production related equipment and other assets.
- Ensure that the storage warehouse is organised and catalogued.
- Where applicable, support the SRT's productions as a production staff.
- Assist on SRT fundraisers, annual Theatre Ball, ancillary projects and occasional FOH duties

**Requirements:**

- Minimum 2 years of professional theatre experience in technical theatre, production support work, and/or stage management
- Good computer skills. Proficiency with CAD or other show-related software is a plus.
- Basic technical knowledge.
- Excellent organisational, problem-solving and communication skills and attention to details.
- Good track record of working independently, multi-tasking and meeting project deadlines.
- Flexible approach to project requirements and working hours.

**About SRT:**

Founded in 1993, Singapore Repertory Theatre (SRT) is one of the leading English language theatre producers and presenters in Asia. In addition to its repertoire of original musicals like *Forbidden City: Portrait of an Empress*, SRT has produced a number of critically acclaimed plays including *The Pillowman*, *2:22* and *Disgraced*. SRT was the first Singaporean theatre company on Broadway in 1998 as Associate Producer of *Golden Child*, which went from Singapore to New York and earned three Tony Award nominations. SRT's international collaborations include Royal Shakespeare Company's *King Lear* and *The Seagull* starring Sir Ian McKellen, Oscar-winning Sam Mendes' *The Bridge Project* (2009-2011) as well as *3 Titans of Theatre* – a season of works directed by Simon McBurney, Yukio Ninagawa and Peter Brook. SRT produces the very successful Shakespeare in the Park season and is one of the biggest producers of children's theatre in Southeast Asia with shows like *The Cat in the Hat*, *The Ugly Duckling* and *The Three Little Pigs*. SRT is also very active in the local community with Learning & Engagement programmes that benefit thousands of young learners and educators underpinning a substantial investment in audience and talent development for the wider industry in Singapore.

**To apply:**

Please send the following by email to Grace Low, Producer, at [grace@srt.com.sg](mailto:grace@srt.com.sg):

- A current CV listing all theatre projects worked on and key relevant colleagues;
- A cover letter describing the aspects of the position and SRT's work that most interests you, your previous experience with the job requirements including specific examples to demonstrate your performance on the job, nationality and visa status in Singapore, and your earliest date of availability.