

SALES ADMINISTRATION

About SRT

Founded in 1993, Singapore Repertory Theatre (SRT) is a non-profit organisation and one of the leading English language theatre producers and presenters in Asia.

SRT's mission is to enrich, engage and entertain audiences by staging theatrical productions and learning programmes of the highest calibre, collaborating with the best talent in the world. Our vision is to inspire, engage and entertain audiences of all ages.

SRT is also very active in the local community with a Learning & Engagement programme that benefits thousands of students, teachers and children and which underpins a substantial investment in audience and talent development for the wider industry in Singapore.

The Role: Sales Administrator

As part of the Business Development team, you will be responsible for administration functions for our theatre productions, fundraising efforts and Learning and Engagement programs. Tasks include:

- Database management and updating.
- Research on schools and companies.
- Sales cycle support (E.g. booking forms, tracking invoices, etc).
- Post-event reporting and data collection.
- Front of House duties at the theatre.

A successful candidate is:

- Passionate about theatre and the arts.
- Excellent in written and spoken English.
- Extremely organised and meticulous, with a good eye for detail.
- Great with logistics and paperwork.
- Adept in online research skills.
- An independent and motivated worker.
- Comfortable working with tight deadlines and multiple ongoing projects.

Please note that preference will be given to those with relevant experience and that salary will be commensurate with experience.

Please email your CV and cover letter with your expected salary to Debbie at debbie@srt.com.sg and Emmanuel at emmanuel@srt.com.sg.

This position is only open to Singaporeans and Permanent Residents and commences in June/ July 2021.