

**Learning & Engagement Manager:**

**Job Description**

**Singapore Repertory Theatre (SRT)** is looking for a highly experienced arts leader, with demonstrable experience in instigating, managing, leading, and producing high-quality creative learning programmes. They must be knowledgeable, motivated, and passionate about arts education, youth theatre, community, and access. SRT is seeking this ideal candidate to take SRT's ambition to be the 'best place to learn and grow for everyone' in Singapore to the next level.

**Learning & Engagement Mission:** To harness the learning power of theatre to excite, enrich and educate young people, communities, and professionals.

**Core Purpose**

The Learning & Engagement (L&E) programme has three strategic pillars that are crucial to L&E's 'well-rounded' participatory programme. They are, *Arts Education*, a place to learn, *Children & Youth*, a place to grow and *Community and Access*, a place for everyone. This dynamic programme of work is designed to ensure the arts can reach more people and positively impact the lives of our community on and off stage!

**Key Responsibilities.**

- Strategic contribution to the continual development of SRT's participatory work, identifying and developing new strategic partnerships and commissions within the education and community sector
- Contribution to SRT's Learning & Engagement fundraising efforts in partnership with the Head of Fundraising and the Managing Director
- Management of Learning & Engagements with team members and Freelance teaching Artists, inclusive of recruitment, mentorship, progress reviews and appraisal systems
- Developing, planning, executing, and facilitating local and international participatory and professional development programmes for multiple stakeholders, including teachers, learners, participants, and business clients
- Relationship management of key L&E stakeholders, inclusive of educational institutes, community partners, international affiliates, and local funders
- Management of SRT's Access and Inclusion programme, spanning participatory and production engagement. This includes the Assisted Performance programme and the Inclusive Young Company (iYC)
- Coordination of Sales and Marketing project briefs for L&E activities, supporting planning meetings, copywriting, and key visual asset development
- Coordination of L&E Productions in collaboration with SRT's Production team. This includes *The Young Company* showcases, community touring and conferences such as *Permission to Play*
- Support and coordinate L&E administration, inclusive of event monitoring, financial procedures and report writing as appropriate
- Represent SRT at stakeholder meetings and seminars as appropriate to the L&E portfolio
- To keep abreast of local and international creative learning and Access initiatives, policies, and curriculums
- To actively contribute to SRT's wider organisational vision and mission
- To work to agreed KPIs and Financial targets set by the Managing Director
- To ensure that effective systems of communication are maintained with all appropriate external stakeholders and internally across departmental personnel at SRT
- To carry out any other reasonable duties as determined by the SRT Management team.
- Support Front of House duties and SRT events as required.

**Person Specification*****Essential skills and experience***

- A relevant theatre/arts undergraduate degree and masters level certification (or equivalent)
- At least 5 years experience in managing arts programmes and diverse teams
- Demonstrable experience in working with and engaging partners and funders
- Proven ability to develop long-term strategic plans
- Ability to manage junior and senior colleagues
- A proven track record of developing and project-managing multiple participatory programmes and education events
- At least 5 years of experience in facilitating performance-based workshops, with children, young people, and adults
- Excellent people management skills, engaging teams, freelancers, and volunteers
- Excellent verbal communication skills with the ability to publicly address and engage a range of groups and individuals, including stakeholders, teachers, and participants
- Excellent written communication skills with the ability to create and disseminate clear and coherent reports, evaluative material, and resources
- Excellent interpersonal skills with the ability to build strong relationships with partners and peers
- Ability to work both on own initiative and collaboratively
- Willing to work flexible hours including weekends and evenings
- Excellent IT skills; good working knowledge of Microsoft Office

**Applicants**

**Interested candidates should send their letter of application to [office@srt.com.sg](mailto:office@srt.com.sg)**

All applicants are to send a CV with an accompanying cover letter, stating how the candidate meets the Person Specification above, with reference to the role's responsibilities.

Shortlisted applicants will be asked to attend a *stage one* interview and prepare a presentation. Successful applicants from stage one will be invited to *stage two* interviews for final consideration.

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