

## SINGAPORE REPERTORY THEATRE

Join our Team!

### **Business Development Resident**

The Singapore Repertory Theatre (SRT) is seeking a motivated Resident to support our Fundraising and Business Development department. This educational opportunity is ideal for a recent business management graduate with a passion for theatre. This role is primarily supportive, working with senior Business Development staff and the Managing Director, and involves various aspects of fundraising and business development, which includes assisting with the management of donor relationships and helping to maintain the smooth operation of development activities.

#### **Key Requirements:**

- **Writing Proficiency:** Ability to clearly and effectively articulate ideas in written format and convey a message in a way that is persuasive and compelling.
- **Presentation Skills:** Strong capability in creating impactful PowerPoint presentations and have a great eye in design & aesthetics.
- **Communication Skills:** Ability to maintain strong & good relationships with our donors and key internal stakeholders and colleagues. Working closely with the marketing team to create compelling messaging that aligns with the organisation's mission and values.
- **Time Management:** Efficient management of time to handle multiple tasks simultaneously and meet deadlines.
- **Diligence and Organisational skills:** Persistent attention to detail and follow-through on all projects/communications and are very organised.
- **Support Development Functions:** Assist in delivering effective communications within the development function.
- **Research Skills:** Ability to conduct thorough research to support development strategies and impact initiatives, while identifying opportunities for growth in donor programs.
- **Event Organisation:** Experience in planning, organising, and executing events is desirable but not a must.
- **Microsoft Tools Proficiency:** Skilled in Microsoft Office Suite and Google Forms.

This position offers a unique opportunity for a fresh graduate to learn and grow within a leading arts organisation, contributing creatively while gaining invaluable experience in arts management and fundraising. We invite enthusiastic and driven individuals who are passionate about contributing to the arts and eager to understand and make an impact on communities and individuals.

The position will report to the Head of Development. A full-time commitment to the residency programme for 24 months is required, and this opportunity is available to Singapore citizens only.

Interested candidates should send their applications to Felis Chia, Human Resources Manager at [felis@srt.com.sg](mailto:felis@srt.com.sg)



### **About Singapore Repertory Theatre's Residency Programme**

SRT's Residency Programme provides a hands-on, immersive experience for emerging theatre professionals seeking to advance their careers in Singapore's theatre scene. With a successful track record spanning 10 years—where 95% of graduates remain active in the industry.

Residents engage in the daily operations of one of Asia's leading theatre companies, gaining respect and professional experience while working as part of a team. When suitable, formal training from external vendors is integrated to complement the practical experience at SRT.

The residency empowers participants to set goals, assess their progress, and refine their skills in alignment with industry standards. This training format offers numerous benefits for career development, providing residents with diverse, high-quality work experiences that will bolster future employment prospects. Each resident is expected to commit full-time for 24 months.

The residency programme is integral to SRT's strategy for capacity development, investing in a future pool of colleagues in essential areas, while also making a significant contribution to the industry. Residents are considered vital members of the SRT team, actively participating in daily operations.