



Paper Monkey
Theatre

Date: 11 August 2021

Location: Goodman Arts Centre

Company: Paper Monkey Theatre Ltd

Arts Administrator/Arts Manager

If you love the arts and also possess great organisational and marketing skills, you can put them to work as an arts administrator and help The Paper Monkey Theatre achieve greater success.

Job Description

As an arts administrator/manager, you will take care of the business operations of the company.

You will manage and promote the arts and educational activities of the company. This involves interacting with artists, performers, school teachers, supporters and staff.

Duties & Responsibilities

You will liaise and coordinate with trainers and teachers to ensure the smooth execution of lessons.

You will prepare the course materials required for the lessons and workshops.

You will assist in developing budgets, planning events and performances, negotiating contracts and developing community interest in the works that the company produces.

Qualifications

An interest in Arts Education and promoting the Arts for children.

Excellent communication skills and resourcefulness.

Meticulous, organised and able to multi-task under tight timelines.

Possess a gung-ho attitude to work independently and collaboratively with partners and colleagues.

Proficiency in using Excel, Powerpoint and Word.

Application

Submit your cover letter and resume to info@papermonkey.com.sg

Closing Date: 30 September 2021