

Agam Theatre Lab

Job Title: Company Manager

Work Schedule:

- Monday to Friday: 9:00 a.m. – 6:00 p.m.
- Saturday: 9:00 a.m. – 1:00 p.m.
- (Evenings and weekends may be required during meetings and events)

Reporting to: Founder and Board Members

Position Summary:

As the Company Manager at Agam Theatre, you will play a crucial role in advancing the mission of promoting Tamil Language Theatre in Singapore. Reporting directly to the founder and Board of Directors, you will oversee the overall operations, finances, marketing, public relations, community outreach, and fundraising activities. Your responsibilities will include ensuring compliance with regulatory requirements, adhering to charity governance, and upholding transparency best practices and standards.

Key Responsibilities:

1. **Strategic Planning and Budget Management:**
 - Collaborate with the Council to develop mid-term and long-term strategies aligned with the National Arts Council.
 - Create annual work plans and budgets to manage Agam's annual calendar effectively.
 - Facilitate smooth transitions of Agam Boards, working closely with outgoing and incoming Committees.
 - Handle half yearly reports and annual reports to Charity portal and IPC renewal
2. **General Operations, Finance, and Human Resources Management:**
 - Supervise day-to-day administrative functions.
 - Coordinate meetings, prepare reports, and manage documentation.
 - Oversee office administration, including filing and record-keeping.
 - Ensure proper financial record-keeping and coordinate with the chartered accountant for reports.
 - Assist with basic financial tasks, including processing invoices and expense tracking.
 - Delegate and monitor work among employees.
 - Manage office premises, including maintenance and cleanliness. Maintain an organized office environment.
 - Handle calls, emails, and correspondence.
 - Manage office supplies and equipment. Assist in scheduling meetings and events. Update and coordinate calendars.
 - Draft, edit, and proofread various documents.
 - Disseminate information to staff, artists, and stakeholders.
 - Manage communication with external partners, vendors, and collaborators.
3. **Public Relations & Communication:**
 - Oversee public relations and communication efforts.
 - Develop and execute a communication strategy across digital, print, and multimedia platforms.
 - Collaborate with arts-related stakeholders and service providers for public education and outreach.
 - Manage stakeholder mailing lists for regular communication.
 - Handle public inquiries in consultation with Office Bearers.
 - Manage relations and communications with media channels.
 - Draft speeches and statements for Agam's press interactions.
 - Manage website updates

4. Community Outreach and Engagement:
 - Strategize and collaborate with stakeholders to promote Agam's programs.
 - Support social media updates and online promotions.
 - Assist in marketing material distribution.
 - Manage outreach to parents and trainers for AGAM Children's Theatre.
 - Plan and execute marketing campaigns for AGAM Children's Theatre.
5. Fundraising:
 - Source and apply for grants from government and non-government bodies.
 - Develop outreach programs to raise donations in consultation with Office Bearers.
 - Report annual donor information to IRAS for taxable purposes.
6. Governance:
 - Ensure compliance with regulatory and statutory requirements.
 - Oversee annual submissions to the Registry of Society and Charities Unit.
 - Assist the Council in meeting Charity Code of Governance requirements.
 - Develop policies and standard operating procedures.
 - Support internal and external audits of governance and management.
7. Additional Responsibilities:
 - Handle special projects as approved by the Council to advance Agam's objectives.
8. Requirements:
 - Diploma or degree holder, preferably in business management/administration.
 - Arts experience is a plus but not mandatory.
 - 2-5 years of experience in organizational management and supervisory roles.
 - Strong experience in managing internal and external stakeholders.
 - Ability to work independently.
 - Experience in grassroots, non-profit, and charity sectors is advantageous.
 - Willingness to work additional hours and outside office hours when necessary.
 - Proficient in English writing.
 - Strong multitasking and prioritization skills.
 - Excellent interpersonal skills and a positive attitude.
 - Singaporean citizen or permanent resident.
 - Flexibility to work evenings and weekends, especially during peak theatre seasons.
9. Application Procedure:
 - Interested candidates should send their applications to admin@agam.com.sg addressed to the Hiring Committee, including:
 - Latest resume
 - Cover letter detailing qualifications and experience
 - Last drawn and expected salary
 - Estimated start date
10. Estimated Remuneration:
 - Monthly salary: \$2800 - \$3400
 - CPF contribution as per statutory requirements
 - Variable component : Annual Variable Bonus and Commission on sponsorship brought in
 - 14 days annual leave, 14 days sick leave
 - \$300 flexible benefit