

Agam Theatre Lab

Job Title: Admin Assistant

Work Schedule:

- Flexible work arrangements
- 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: Company Manager

Administration Assistant Responsibilities:

Assist in Office Management:

- Maintain a well-organized and efficient office environment.
- Handle incoming calls, emails, and correspondence, and direct them appropriately.
- Manage office supplies and equipment, ensuring their availability and functionality.
- Scheduling and Calendar Management:
- Assist in scheduling meetings, rehearsals, and events for the theatre company staff and artists.
- Assist in scheduling board meetings and preparing for actual meetings at company venue.
- Coordinate and update calendars, ensuring accurate and timely scheduling.
- Communication:
- Draft, edit, and proofread various documents, including correspondence, press releases, and reports.
- Disseminate information to staff, artists, workshop/programme trainers, and stakeholders as directed.
- Handle communication with external partners, vendors, and collaborators.

Financial Support:

- Assist with basic financial tasks, such as processing invoices, tracking expenses, and assist Company Manager in preparing financial reports for Company or Production related activities.
- Work closely with the Company Manager to ensure accurate record-keeping.

Event Coordination:

- Assist in planning and executing theatre events, including performances, fundraisers, workshops, and special events.
- Coordinate logistical aspects of events, such as venue arrangements, ticket sales, and guest accommodations.

Database and Records Management:

- Maintain accurate and up-to-date databases of contacts, donors, subscribers, and stakeholders.
- Keep records of ticket sales, attendance, and other relevant data wherever required.

Social Media and Marketing Support:

- Contribute to AGAM Theatre Lab's online presence by assisting with social media updates, website maintenance, and online promotions for main company as well as AGAM Children's Theatre.
- Assist in the distribution of marketing materials and promotional campaigns.

Artist Liaison:

- Provide support to artists, performers, and production teams, workshop/programme trainers including coordinating schedules, facilitating communication, and addressing any logistical needs.

Administrative Support:

- Assist senior management with various administrative tasks, including travel arrangements, expense reports, and calendar management.
- Handle general administrative duties, such as filing, photocopying, and document organization.

AGAM Children's Theatre

- Manage weekly calling and reaching out to parents of registered participants of the programme to remind them of upcoming classes or cancellations of classes

- Coordinate trainers schedule as per programme schedule
- Manage weekly communications to trainers to remind them of their attendance for the programmes on Saturdays
- Assist in planning, scheduling and executing of bi-weekly or ad-hoc physical or online meetings for trainers and curriculum specialists.
- Plan and execute a basic marketing campaign together with the Company Manager to extend outreach to a board audience in the Tamil Speaking community to promote AGAM Children's Theatre programme
- Assist in coordinating the Kindergarten Shows for AGAM Children's Theatre which will run from September to November 2023 as part of AGAM Children's Theatre marketing campaign.

Qualifications:

- High school diploma or equivalent; college degree in a related field is a plus.
- Previous administrative experience, preferably in a theatre or arts-related setting.
- Proficiency in office software (Microsoft Office Suite, Google Workspace, etc.).
- Strong organizational skills with great attention to detail.
- Excellent written and verbal communication skills.
- Ability to multitask and prioritize tasks effectively.
- Strong interpersonal skills and a positive attitude.
- Familiarity with theatre operations and terminology is a bonus.
- Flexibility to work evenings and weekends as needed, especially during peak theatre seasons.

Working Conditions:

The Theatre Company Administrative Assistant may choose to work remotely or at AGAM's studio at Goodman Arts Centre, with occasional attendance required at theatre events and performances. Compulsory attendance is required on Saturdays during the AGAM Children's theatre programme as per term schedule provided. This role may involve some physical tasks, such as setting up event spaces or handling promotional materials. Evening and weekend work will be necessary during peak theatre seasons and for special events.

Remuneration

\$1000 - \$1200 monthly – excluding CPF