

Job Position: Theatre Manager

The Theatre Manager will be working in a dynamic and innovative environment to promote Asian cinema. The manager must have excellent leadership and organisational skills to manage the operational running of AFA's programmes at the Oldham Theatre. If you have a passion for Asian films, are dedicated and resilient, you could be the person we are looking for.

Key Responsibilities include:

- Work with programmes team to manage, monitor, evaluate the delivery of theatre programmes
- Assist with the testing of films and submission of films for rating
- Lead theatre team (assistants, volunteers etc) to oversee theatre operations, front of house, and the gallery space
- Liaise with projectionists, technical, estate staff, and vendors to ensure the theatre runs smoothly
- Work with engagement team to implement and provide feedback on marketing and publicity of theatre programmes
- Liaise and negotiate with partners on contracts, schedules, and related matters
- Oversee the finance and administration of ticketing and sale of products
- Deliver reports on attendance, sales, and other operational matters
- Handle public enquiries and requests

Working hours:

Due to theatre opening times, you will be expected to work on weekends and in the evenings.

Job Requirements:

1. Bachelor's degree in arts administration, arts management, business management, is particularly helpful. Applicants with a diploma in the creative arts / film studies / arts management will be considered.
2. Preferable to have at least two (2) years working experience in arts management, managing event spaces, or have worked for or in a cinema / theatre or in box office.
3. Excellent written and spoken English for dealing with the public. Proficiency in other mother tongue languages and dialects will be an advantage.
4. Strong leadership and organisational skills, detailed oriented and able to problem solve creatively.
5. High energy, self-managing, and self-starter personality, with the ability to also work in a team.
6. Ability to work well under pressure in a fast-paced environment.
7. Comfortable and adept with technology, equipment, and IT related matters.
8. Preferably able to start work in June 2022.

Application:

Applicants should send a cover letter and resume to info@asianfilmarchive.org by **17 May 2022** with the subject header "Theatre Manager Application 2022".

Please note that this position is open only to Singapore citizens or Permanent Residents.

We regret that only shortlisted candidates will be notified.