

Learning & Engagement Coordinator Job Description

Overview:

Gateway Arts is looking for a highly motivated, creative, and passionate individual to take on the role of Learning & Engagement Coordinator. He/she will play a vital role in designing, organizing, and running the Learning and Engagement (L&E) programmes for all Gateway Arts productions and programmes. Through L&E, Gateway Arts aims to facilitate conversations beyond the theatre and help children and youths identify and discuss issues faced in their generation.

The L&E Coordinator also provides comprehensive administrative assistance, with a focus on building effective communications with school, volunteer management, event logistics, and donor stewardship efforts support.

Paramount to this position is the ability to work with a high degree of independence and juggle various projects at once while maintaining a clear view of how each project supports Gateway Arts' mission to use arts to discuss social issues faced by children and youths under 18.

Duties & Responsibilities:

- Work with L&E Specialist to create learning and/or community outreach programmes for all productions.
- Conduct and facilitate discussions for children and youths in post-show dialogues or workshops.
- Connect and develop a network of schools, SSA, and SSO to market our arts programme via learning and engagement and create ongoing collaborations.
- Evaluate the impact, effectiveness, and value (quality assurance) of learning and/or engagement opportunities of programmes for different age groups and initiate change as required.
- Develop and maintain records including surveys, data collection, data analysis, reports, and other documentation for all programmes.
- Work with Programme Coordinator to manage volunteer recruitment and orientate volunteers as needed to support Gateway Arts programmes and productions.
- Build partnerships and positive relationships with students, families, and community members through programmes and partnerships.

Learning & Engagement Coordinator Job Description

- Collaborate with the Production and/or Programming team in logistical support of community events, programmes on and off-site, and fundraising events.
- Assist Front-of-House for theatre productions with volunteers (when possible).

Sales & Marketing Coordination

- Assist the Marketing team to finalise school and community bookings.
- Assist the Marketing team in the coordination of all marketing, communications, promotional, and publicity materials.
- Develop and conduct market research and surveys with patrons, prepare findings and analysis reports, make recommendations for improvement.

Donor Relations

- Assist the Programming team in the implementation and execution of donor retention initiatives for existing donors.
- Maintain consistent communication with donors to ensure timely acknowledgements and updates through email, newsletters, and annual reports, etc.
- Support the Programming team in forging new collaborations and partnerships that enhance donor experiences and building relationships for fundraising opportunities.
- Assist the Programming team in project management, frontline communications, content creation, event planning and implementation for fundraising activities.
- Perform other related duties as assigned by Executive Director and/or Company Manager.

Requirements:

- Degree/Diploma in Arts Management, Events Management, Youth work, or related discipline
- At least 2 years of experience in arts management, communications, youth or social work
- Experience in designing facilitation questions for children and youths
- Savvy in digital marketing, experience in content marketing (content creation and content distribution), and social media campaigns
- Self-disciplined, organised, self-motivated, and task/goal driven individual
- Excellent time management with strong ability to organise, prioritise, and manage multiple

Learning & Engagement Coordinator Job Description

duties and assignments

- Creative and proactive individual with positive mindset and can-do attitude
- A team player with good interpersonal and communication skills
- Flexibility with regards to working days and hours (able to work on weekends, eve of public holidays, and public holidays, if necessary)
- Proficient in spoken and written English with strong writing and proofreading skills
- Proficient in Microsoft Office application
- Knowledge of Singapore's arts scene will be an added advantage