

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, organising 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, community groups, supporting volunteer management and programmes execution.

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 Learning and Engagement 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.
- Collaborate with the Production and/or Programming team in logistical support of community events, programs on and off-site, and fundraising events.
- Assist Front-of-House for theatre productions with volunteers (when possible).
- Assist the marketing team to finalise school & community bookings.

Learning & Engagement Coordinator Job Description

- Assist the marketing team in the coordination of marketing and communications to schools and community groups.

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
- Self-disciplined, organised, self-motivated and task/goal driven individual
- Excellent time management with strong ability to organise, prioritise and manage multiple duties and assignments
- Creative and proactive individual with positive mindset and can-do attitude
- A team player with good interpersonal & 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 MS Office application
- Knowledge of Singapore's arts scene will be an added advantage