

## **Administrator (Urgent Position)**

### **Job Description**

#### **Overview:**

Gateway Arts is committed to building a vibrant arts community on positive values, and is dedicated to creating works that impact society. Championing current social issues faced by youth and children using the arts is our core business.

At Gateway Arts, we have a creative and dynamic team who shares this common vision. If you have a strong passion for the arts and would like to play a part in developing Singapore's arts landscape, we welcome you to join us for a challenging and fulfilling career.

You will play a key role in assisting the Executive Director and Company Manager in finance, human resource management, stakeholder management, and general administration of the company. You will supervise a small team to achieve excellence in administration and operations.

#### **Duties & Responsibilities:**

- Support the Executive Director and Company Manager in aligning the company's work plan with its overall objectives and strategic needs.
- Support the Executive Director and Company Manager in developing and maintaining positive relationships with the company's stakeholders.
- Oversee and manage the company's financial operations, including budgeting, asset and inventory tracking, handling audit queries, etc.
- Manage the administration of overall procurement processes in the company to ensure compliance with the Code of Governance for Charities and Institutions of a Public Character (IPCs).
- Support the company in human resource management, including manpower resourcing, new employee onboarding and benefits administration.
- Assist in the implementation of human resource policies and procedures, and ensure adherence to the company's policies.
- Support the holistic development of staff and interns, including the management of intern placement programmes.
- Assist in improving the efficiency of the company's work processes, including the implementation and use of relevant software to streamline administrative and operational processes (e.g. managing project timelines).
- Support the company's production and event logistics, including scheduling, transportation, equipment, and technical support.
- Oversee and manage the maintenance and updating of the company's databases, systems, and records, and to ensure data accuracy and confidentiality.
- Support the management team in scheduling meetings, preparing agendas, and taking minutes.
- Assist in coordinating and managing company-wide communication to internal and external stakeholders.
- Support the company's special projects, events, and initiatives as required.

**Requirements:**

- Bachelor's degree in Business Administration, Arts Management, or related fields.
- At least 5 years of experience in finance, procurement, human resources or general administration.
- Good oral and written communication skills.
- Strong interpersonal skills, and the ability to lead and work well in teams.
- Organisational skills and the ability to multitask: A resourceful, hands-on individual who is detail-oriented and able to manage multiple projects simultaneously.
- Understanding of working relationship with artists, relevant partners and stakeholders.
- A dynamic and motivated individual with a keen interest in continuous improvement and work excellence.
- Knowledge of donor management, Code of Governance for Charities and IPCs, and reporting regulations and best practices would be an advantage.
- Proficiency in Microsoft Office Suite and other relevant software.