

COMPANY ADMINISTRATOR JOB PACK 2019

JOB TITLE

Company Administrator

THE COMPANY

Founded in 1991 by Low Mei Yoke and Tan Chong Poh, Frontier Danceland is a non-profit, contemporary dance repertory company in Singapore that became full-fledged in 2011. We have worked with both local and international dance-makers from various backgrounds, including choreographers from Israel, Australia, Germany, France, Laos, Taiwan, Belgium, the United Kingdom, amongst others. Throughout the years, Frontier Danceland has also represented Singapore internationally, including three sold-out shows at Batsheva Dance Company in Tel Aviv, Israel, in May 2016.

We are a versatile contemporary dance company in Singapore that is committed to inspire our audiences with a dynamic range of contemporary dance works, contributing to a greater appreciation of the art form. We do this by creating opportunities for Singaporean and international dance artists to create and present diverse, experimental and accessible dance works on our team of professional dancers.

We also arrange regular local outreach and educational activities to spread awareness about the art form and cultivate a wider appreciation amongst people of all ages.

JOB SCOPE

You will be responsible to ensure that the day-to-day administrative functions of the company are carried out smoothly, effectively and efficiently; and to provide support for company events and activities.

KEY RESPONSIBILITIES

- Provide all aspects of company administration to Frontier Danceland staff, including improvement of the registry and filing system
- Receive and manage all general enquiries, distributing information and responding to queries appropriately
- Manage outreach programmes and the Arts Education Programme (AEP)
- Oversee the ticketing aspects of company productions

- Provide support for daily finance functions, including management of petty cash and receipts, and updating of payment spreadsheets
- Provide support in managing human resource policies and ensuring that procedures are adhered to by company staff
- Any other duties assigned by the Artistic Director or Administrative Director

REQUIREMENTS

- A Diploma in Arts Management or other related fields / other relevant qualifications
- Possess some knowledge in the arts, media or entertainment industry (experience in contemporary dance desirable)
- Organised
- Self-motivated
- Takes initiative, has the ability to multitask and plan ahead
- Willing to learn new skills and gain knowledge about the industry
- Good literacy skills: excellent written and spoken English, proofreading, and attention to detail
- Good interpersonal skills and the ability to adapt to different people/groups and work styles
- Proficient with computers
- Proficient in using Google services (Gmail, Drive, Google Calendar, etc.)

OPTIONAL, DESIRABLE SKILLS

- Basic graphic design skills
- Basic video and photo editing skills
- Fluent in Mandarin
- Experience in arts administration/management
- Understanding of the operations of non-profit organisations

APPLICATION INFORMATION

Please note that this position is open to Singaporeans/Permanent Residents only.

Applications should be in the form of a cover letter and a CV. Please email both as a PDF document to **info@frontierdanceland.com** with the subject header 'Job Application 2019'.

Closing date for applications is Monday, 15 July 2019, 2359hr.

www.frontierdanceland.com