

Company Overview

Frontier Danceland is a non-profit, professional contemporary dance repertory company established in 1991 by co-founders Mr. Tan Chong Poh and Cultural Medallion recipient Ms. Low Mei Yoke, who currently also serves as Artistic Director. The company is committed to raising the level of contemporary dance in Singapore through the creation and presentation of unique, bold and thought-provoking dance works that are not limited to a singular style or form. In addition to art-making, the company is dedicated to dance education and outreach, with the aim of bringing contemporary dance to a wider audience.

Frontier Danceland has worked with both local and international dance-makers including Noa Zuk, Ohad Fishof and Shahar Binyamini (Israel), Richard Chappell and Deborah Nightingale (United Kingdom), Stephanie Lake and Luke Smiles (Australia), Edouard Hue and Thomas Lebrun (France), Sita Ostheimer (Germany), Sascia Pellegrini (Italy), Matej Kejzar (Belgium/Slovenia), Liu Yen-Cheng and Tung I-Fen (Taiwan), and Victor Ma Choi-Wo (Hong Kong).

Throughout the years, Frontier Danceland has represented Singapore internationally, including three sold-out shows at Batsheva Dance Company in Tel Aviv (Israel), Kuandu Arts Festival (Taiwan), 25th Quinzena De Dança De Almada – International Dance Festival (Portugal), Festival Tour d'Horizons (France) and Dance in the City (Belgium/Germany).

Job Description

Frontier Danceland is looking for a self-motivated, dynamic and experienced Company Manager to join the team based in Singapore, working towards the goal of producing high-quality contemporary dance, increasing awareness of the art form locally, and spreading the company's reach regionally and internationally.

The successful candidate is a team player who has experience with a combination of administrative day-to-day management, maintaining corporate partnerships, securing of grants, and possesses regional marketing and communications background, while being comfortable working with various external and internal stakeholders across multiple teams.

The ideal candidate will thrive in this role in a lean and hands-on environment and be passionate about the performing arts.

Key Responsibilities

This position plays a key part of a small team and works closely alongside the Artistic Director to support a smooth and successful running of various performance programmes and daily operations.

The Company Manager's responsibilities will cover the oversight of:

- Grant Application and Reporting
- Human Resources
- Logistics
- Partnership and Outreach
- Marketing and Communications
- Financial Systems

The Company Manager oversees human resources, company policies and logistics within the company and will involve working with a wide range of stakeholders, including the Board of Directors, guest choreographers, dancers, audience and representatives of partner organisations. In addition, the Company Manager shall manage annual grant applications and budgets, support the development of marketing literature, as well as direct effective communication strategies.

Job Requirements

- Minimum three years of experience in managing a charity or arts organization
- Excellent written and spoken communication skills in English
- Strong organizational skills and ability to prioritize and handle multiple tasks
- Keen eye for detail, highly proactive and able to work under pressure
- Responsible, committed team player with good interpersonal skills and empathetic work practices
- Good communication abilities (written and spoken) in Mandarin will be an advantage
- Singaporeans or Permanent Residents may apply

Closing date for applications: 10 September 2021, 23:59 (SGT)

Please send your application with any portfolio link(s) to info@frontierdanceland.com, with subject "Frontier Danceland - Application for Company Manager".

Only shortlisted applicants will be notified via email.