

Position: Arts Education and Outreach Manager

Overview:

Paper Monkey Theatre is looking for an Education and Outreach Manager. The manager will be responsible for developing resources, executing, and managing programmes for puppetry education and outreach. The Manager will be part of the company's education team and will be working closely with producers and outreach trainers, facilitators, and school partners to engage audiences through Paper Monkey Theatre's Main Productions and Special Programmes.

Job scope:

- Conceptualise learning resources and implement educational programmes for schools, outreach events and ad-hoc programmes.
- Offer critical support in planning, researching, and operationalising outreach programmes and workshops.
- Ensure effective communication across all relevant personnel in Paper Monkey as required for projects and programmes.
- Liaising and managing relationships with external stakeholders (such as teachers, parents, and other clients).
- Coordinate and support the delivery of programmes and workshops with outreach trainers.

Qualifications & Skills:

- Diploma or bachelor's degree in arts management or related field of study. Recent graduates are welcome to apply.
- Relevant work experience in the following fields or industries will be advantageous - arts education, performing arts, creative arts, and community arts.
- Experience in working with children and young persons in the arts is preferred.
- Strong project management, budget management, and administrative skills
- Effective communication and interpersonal skills, including building and sustaining positive relationships with multiple stakeholders at all levels.
- Flexibility to work during evenings and weekends as required.
- Highly adaptable with a strong collaborative spirit in working with diverse internal and external stakeholders and audiences.
- Strong verbal and written communication skills
- A keen interest in making quality arts for young audiences.

Note: Only Singaporeans or PR may apply

Location: 90 Goodman Rd, Block B, #01-05, Singapore 439053

Interested applicants should send your CV and cover letter to admin@papermonkey.com.sg.

We regret to inform that only shortlisted candidates will be notified.



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Paper Monkey Theatre
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About Paper Monkey Theatre

Paper Monkey Theatre was inaugurated in April 2008. We are a unique bilingual puppetry theatre – a magical place where children and adults are educated, enlightened, and entertained. Since our inauguration, we have introduced thousands of audiences to the wonder and art of puppetry and have touched the lives of many through enchanting performances, curriculum-based workshops, as well as digital learning and outreach programmes. We believe that our traditional Asian values should be preserved, especially in today's ever-changing environment. Paper Monkey Theatre promotes and encourages these values through traditional and modern puppetry shows for children and families.

Schools & The Community

We believe that the arts offer a unique way to engage with one another. It allows us to:

- Celebrate our similarities and differences in the multicultural society that we live in.
- To explore our feelings and emotions across different stages of life.
- To revisit and deepen our understanding of our Asian culture and values that define us.

With that, Paper Monkey Theatre produces performances and workshops that engage schools, arts groups, welfare groups, and the community at large. Through these performances, we reflect together a deeper understanding of what it is to live in our ever-changing world. With you, we create shared memories among loved ones.