

Job Position: Theatre Assistant

The Theatre Assistant will be working in a dynamic and versatile environment to promote Asian cinema. The Theatre Assistant must be energetic, enthusiastic, and responsive to handle different situations and engage with the audience coming to the Oldham Theatre. If you enjoy interacting with people and have an interest in Asian cinema, you could be the person we are looking for.

Key Responsibilities include:

- Work with the theatre manager and its team to manage theatre operations, front of house, and the gallery space
- Assist with the testing of films and submission of films for rating
- Handle sale of tickets and products and compiling sale reports
- Liaise with relevant staff and vendors to ensure the theatre and events run smoothly
- Oversee part-time staff and volunteers
- Welcome visitors, checking of audiences' tickets, and ushering where required
- Handle public enquiries and requests

Working hours:

Due to theatre opening times, you will be expected to work on weekends and in the evenings.

Job Requirements:

1. Diploma in arts management or relevant field, or equivalent professional qualification. Experience in retail or customer service will be useful.
2. Preferable to have at least one (1) year work experience. Fresh graduates will be considered.
3. Good written and spoken English for dealing with the public. Proficiency in other mother tongue languages and dialects will be an advantage.
4. A sociable personality with an interest in customer care. Diplomatic while handling queries, detailed oriented when dealing with sales.
5. A team player who has initiative and can work independently.
6. Adept and a fast learner with IT and various technological equipment.
7. Preferably able to start work in January 2023.

Application:

Applicants should send a cover letter and resume to info@asianfilmarchive.org by **27 December 2022** with the subject header "Theatre Assistant Application".

Please note that this position is open only to Singapore citizens and Permanent Residents.

We regret that only shortlisted candidates will be notified.