

Assistant Technical Manager

Job Description

Overview:

Gateway Theatre is committed to building a vibrant arts community on positive values, and providing platforms for Made-In-Singapore works and talents that make a positive impact on society. At Gateway Theatre, we have a creative and dynamic team who shares this common vision.

We are looking for a highly motivated, creative, and dynamic individual to take on the role of Assistant Technical Manager. He/she will work closely with the Technical Manager on leading and managing the technical department and achieving excellence as a department. The Assistant Technical Manager must possess managerial and interpersonal skills for effective communication, and be detail-oriented and quick-thinking.

This individual must work well with others while having a high degree of independence, as well as being proficient in time management and scheduling to organise and manage multiple productions. He/she will be accountable to superiors for operational processes and prudent management of finances. This individual must be able to work under tight deadlines, take initiative and effectively adapt to changes.

Duties and Responsibilities:

- Lead and manage the audio, video, lighting, staging, and production coordinators in the company
- Work with the Technical Manager and Directors to fulfill the company's technical directions and needs
- Schedule, procure, maintain, and deploy appropriate resources and manpower, skillsets, and equipment
- Required to do strategic planning, execution, and quality control of the technical processes in the company
- Manage the team's work schedules, resources, and budget to make sound and safe decisions and work procedures
- Communicate with clients and stakeholders on technical processes
- Establish command and control, drive productivity, business continuity, unity, and safe work environment for colleagues and subordinates
- Form training plans that include cross-department deployment, school and industrial placement partnership, in line with the company's relevancy and resources
- Upkeep the team's equipment and skillsets to ensure technical efficiency and skills relevancy

Requirements:

- Degree in Management or Engineering (or any other engineering or technical fields)
- Have strong technical knowledge of audio, video, lighting, staging, and events management
- Excellent written and verbal communication skills

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- Good knowledge of technical theatre equipment, systems, and operations
- Able to read technical schematics and do diagram layout on CAD/Vectorworks
- Proficient in Microsoft Office
- Strong analytical and problem-solving skills
- Experience working in MICE and theatrical productions
- Able-bodied and able to do hands-on physical work
- Able to work on weekends, public holidays, and irregular hours for productions

Language Requirements:

Must be proficient in spoken and written English. Fluency in Mandarin or Malay would be an added bonus.