

T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works  
T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works  
T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works  
T:>Works T:>Works T:>Works T:>Works Co. Reg. No. 199001149D T:>Works T:>Works 72-13  
Mohamed Sultan Road Singapore 239007 // +65 67377213 (T) // +65 67377013 (F) // TWorks@singnet.com.sg //  
TWorkssg.wordpress.com // T:>Works is supported by the National Arts Council under the Major Company Scheme  
for the period from 1 April 2022 to 31 March 2025. // T:>Works is an Institute of Public Character with Charity Status.  
T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works  
T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works  
T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works  
T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works

## GENERAL MANAGER

T:>Works seeks an energetic, well-rounded, organised and strategic thinker as General Manager to work closely with the Artistic Director and/or Executive Director as well as the Board to set, strategise, and realise the artistic vision and mission, goals and direction of T:>Works, focusing on collaborations, processes, research, discourse, and education, both in Singapore and internationally.

## KEY RESPONSIBILITIES

### Strategic Planning / Board Relations

- Reporting and being accountable to the Board on the Company's progress including the strategic and operational directions of the Company. This includes coordinating, executing and following up meetings of the Board and its Committees
- Develop and implement the organisation's strategic plan and annual action plans in conjunction with the Board and Artistic Director(s)
- Ensure that all business is conducted at the highest standard of integrity, ensuring that all activities are accountable in terms of governance and finance, legal and ethical.

### Finance / Corporate

- Plan, execute, and follow up on yearly budgets, income generation, including funding drives, grant applications, rental revenue, for the Company to ultimately ensure financial sustainability
- Work with Corporate/Finance lead to ensure budget and accounts are maintained accurately at all times
- Ensure that all corporate and governance matters, charity status, IPC status, CMF funds, accounts, and auditing processes, are in compliance and are in line with company's mission and status

### Development / Grants

- Oversee fund development and grant management
- Strategise, develop and manage the funding for the company, together with the board
- Develop, communicate, maintain, and evolve relationships with stakeholders, partners (local, regional and international) and government agencies, including our main stakeholders
- Oversee the work of the Development and Grant Executive

T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works  
T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works  
T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works

### **Communications / Engagement / Outreach**

- Develop marketing, outreach, communications and branding of the Company through the media, print, broadcast and digital as well as engaging with a network of alliances (both within the arts community and the wider social media) to ensure that it is positioned and represented well. This includes developing, maintaining, and nurturing all the Company's websites, blogs, and social media platforms
- Stimulate volunteering and goodwill in-kind towards the Company, building up a synergistic engagement with arts audiences and general publics.
- Oversee the work of the Communications and Engagement Executive and Digital and Outreach Executive

### **Production / Producing**

- Oversee the production of Company's projects in Singapore and internationally, including publications and events, both digitalised and live
- Manage and nurture professional standards of all productions / programmes / platforms of the Company, working in tandem with the Artistic Director.
- Manage the planning and control of all project budgets
- Manage all matters relating to the Company's collaborations and relationships.
- Oversee the development, maintenance and evolution of the Company's Legacy through public digital Archives and other means
- Develop international relationships for the Company including harnessing funding opportunities, including enhancing its visibility to artists, networks, and partners

### **Administrative / Management**

- Oversee the administration and operations of the Company as well as the corporate, legal, governance, financial functions, and fulfilling the IPC and Charity Status requirements
- Ensure that all business is conducted at the highest standard of ethical integrity, and that all activities are accountable, targets are met and effective management of budgets and allocation of company resources, including attracting, hiring and retaining of staff
- Manage the HR which includes motivating and developing the professional management team as well as interns
- Hires, supervises, motivates, and evaluates staff and interns
- Manage contractual/legal matters, IP rights and contracts with artists
- Manage permits for all relevant authorities and agencies, including censorship and copyright matters
- Manage all matters of main stakeholder including the building
- Oversee the sustainability and longevity of the lease including the maintenance of the building / premises of the Company
- Care for and galvanise the Company, including artists, part-time staff, interns, out-sourced contractors, to serve the goals as well as artistic intentions of the Artistic Director and the Board.
- Represent the Company, its vision and missions, to diverse constituencies in Singapore and internationally.

T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works  
T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works  
T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works T:>Works

## KEY CRITERIA

The successful candidate is a consummate multi-tasker, creative thinker and strategic producer with a passion for the arts, strong work ethics and thrives in a progressive artistic environment. He/She/They will meet many of these criteria, excited about the job scope as detailed, and have the desire and capacity to learn the rest on the job:

- Bachelor's degree or higher, with a focus in Management, Business, English, Communications or equivalent, strongly preferred
- At least 5 years of relevant (senior/managerial level) work experience in the creative industry or related fields in business, communications, producing, preferred
- Excellent organisational, interpersonal, verbal and written communications skills
- Proficient in understanding of budget management and financial monitoring
- Keen strategic and analytical thinking and planning, as well as effective conflict resolution and problem-solving skills
- Experience managing complex projects with differing timelines and deadlines, able to work under pressure efficiently
- Strong networking skills and ability to identify opportunities and establish relationships and partnerships for fundraising and programmes
- Excellent leadership and management skills, including goal setting, supervising, motivating, training and mentorship
- Acute understanding of arts ecosystem and onboard with the Company's vision and missions
- Strong work ethics, with team spirit, and willingness to work outside of regular office hours based on the company's project calendar.

## ABOUT T:>WORKS

Established in 1985, T:>Works is an independent and international arts company based in Singapore at its space, 72-13. It is currently led by Artistic Director, Ong Keng Sen. T:>Works' mission and vision is the pioneering of thought leadership in the arts focused on transdisciplinary, transcultural, and inclusive processes. To this end, there is a strong educational perspective with research and discourse contextualising histories, contemporary experiences, and situated art practices of the global south. T:>Works also serves to investigate the current urgencies of being located in Singapore, and larger Asia, through different creative expressions in the public sphere.

To apply, please send your **resume**, **cover letter** and **expected salary** to [work@tworksasia.org](mailto:work@tworksasia.org)  
Preference will be given to those with relevant experience and salary will commensurate with experience.