

Job Description

Theatre Administrator

Guiding Statements

- **Our Vision:** To provide an innovative international education that inspires learners to make a positive impact on the world.
- **Our Mission:** To provide an inclusive learning community, embracing diversity by offering a challenging IB education which empowers its members to be caring, global citizens.
- **Our Motto:** “Igniting Minds, Impacting Lives”

School Context

IGB International School (IGBIS) is a vibrant Early Years to Grade 12 international school that provides a dynamic, innovative and inclusive learning environment where students are challenged to excel in both their learning and personal growth. An International Baccalaureate (IB) World School, IGBIS was the first school in Malaysia authorised for the full continuum of IB programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP), and the Career-related Programme (CP). IGBIS is the only school in Malaysia accredited by the New England Association of Schools and Colleges (NEASC) and is also a member of the Association of International Malaysian Schools (AIMS), the East Asia Regional Council of Schools (EARCOS), the Council of International Schools (CIS) and Next Frontier Inclusion.

An IB education aims to develop inquiring, knowledgeable and caring young people who help create a better and more peaceful world through intercultural understanding and respect. This philosophy underpins the curriculum, co-curricular and after-school programmes at IGBIS with the aim to inspire students to become principled, global citizens. IGBIS is committed to providing high-quality international education for our students in an inclusive learning community where they participate in a challenging, caring and holistic educational experience.

Pro-Diversity Statement

As a school with inclusiveness as a Pillar, we are committed to diversity and therefore aim to hire staff as diverse as the students we serve. Our goal is to create an organizational culture that gives voice to a variety of global perspectives from within Malaysia and across the world. We work with a wide range of people who are experienced, qualified and mission-aligned, including people from traditionally underrepresented backgrounds.

Child Safeguarding Commitment

Safeguarding the welfare of children and young people is a priority and we expect all staff to share that commitment. All IGBIS teachers and staff undergo child safeguarding screening including checks with past employers, law enforcement authorities, and other governmental agencies as required.

Reports to

(To be confirmed)

Main Working Relationships

Coordinators, Subject Leaders, Teachers, Associate Teachers, Student Services Team.

Our Shared Responsibility

- Commit to, pursue and positively promote the School's Vision, Mission, Motto and Pillars.
- Model and encourage culture and climate in support of the IGBIS Guiding Statements and the IB Learner Profile to create a sense of belonging for all.
- Develop an environment in which students and staff are challenged, supported and provided with a sense of purpose so as to develop and maintain an enthusiasm for learning.
- Critically reflect on and constantly improve your own knowledge and skills through professional dialogue, collaboration and professional development.
- Build relationships with all stakeholders that promote the success of the School.
- Communicate effectively with students, parents, school administrators and other staff, including the ability to discuss topics which may be sensitive and/or challenging.
- Have the ability to organize tasks and manage your time in order to meet deadlines with accuracy and professionalism.

Position-Specific Responsibilities

The Theatre Administrator is responsible for the smooth and efficient operation of the school's theatre, supporting school-related productions and external events. This role requires a combination of administrative, technical, and interpersonal skills to manage the theatre's day-to-day operations while ensuring it serves as a valuable resource for students, staff, and external clients. The ideal candidate is passionate about the performing arts and committed to creating a welcoming and well-organized environment for all theatre users.

Key Responsibilities

1. Theatre Management

- Oversee the scheduling and coordination of all theatre activities, including school productions, rehearsals, assemblies, and events.
- Manage bookings for the theatre space, including events organized by external clients, ensuring clear communication and efficient planning.
- Work with the Facilities Team to ensure the theatre is well-maintained, safe, and prepared for all events.

2. Technical and Event Support



- Provide technical support for school productions and events, including the setup and operation of lighting, sound, and audio-visual equipment.
- Assist with stage setup, including scenery, props, and rigging, as needed.
- Support events that use the theatre during regular working hours and beyond, including evenings, weekends, and public holidays.
- Work closely with external clients to understand their technical and logistical requirements, ensuring successful events while adhering to school policies.

3. Administrative Duties

- Prepare and manage budgets related to the theatre's operations, ensuring cost-effective use of resources.
- Maintain accurate records of theatre usage, including contracts, invoices, and equipment inventories.
- Coordinate with vendors for equipment maintenance and procurement when necessary.

4. Collaboration and Community Engagement

- Work with teachers, students, and staff to support school productions and performing arts programs.
- Collaborate with the school's technical team, ensuring alignment with curriculum goals and event needs.
- Serve as a liaison between the school and external stakeholders using the theatre, fostering positive relationships.

5. Safety and Compliance

- Ensure all theatre operations comply with safety regulations and school policies.
- Conduct regular safety checks and implement necessary safety protocols for technical equipment and stage areas.
- Train students and staff on the proper use of theatre equipment when required.

6. Other Duties

- Liaise with the Marketing Team to ensure smooth integration of administrative and promotional activities.
- Perform other tasks as assigned by school leadership or the Line Manager to support the theatre's operation and the school's mission.

Personal Attributes, Skills and Characteristics

- Honesty, integrity and compassion, all with a good sense of humour.
- Outstanding interpersonal skills: a good listener who thrives in a collaborative environment.



- Fluency in English with strong oral and written communication skills.
- Have the resilience, flexibility and energy needed to thrive in a growing and dynamic school.
- Ability to establish effective working relationships based on mutual respect with co-workers, students and parents alike.
- Open- and internationally-minded with good intercultural understanding.
- Proven problem-solving skills and the initiative to act on them.
- The capability to embrace change, learn quickly, and adjust to new situations and technologies.
- Strong organizational skills and the ability to prioritize tasks effectively to meet deadlines and achieve goals.
- Demonstrated leadership qualities, whether in a formal or informal capacity, with the ability to inspire and motivate others.

Required Qualifications

Minimum Academic/Professional Qualification

- High school diploma or equivalent.
- Certification or degree in technical theatre, audio engineering, or a related field is preferred but not required.

Related Experience

- Prior experience working as a theatre technician or in a similar technical role is highly beneficial.
- Familiarity with the operation of lighting, sound, and AV equipment.
- Experience with stage rigging and scenery construction is a plus.

Competencies (Knowledge, Skills & Abilities)

- Proficiency in operating lighting consoles, sound boards, and audio-visual equipment.
- Strong understanding of theatrical equipment and technical systems.
- Ability to read and interpret technical drawings and plans.
- Excellent problem-solving skills and the ability to work under pressure.
- Effective communication and interpersonal skills for collaboration with diverse production teams.
- Attention to detail and a commitment to maintaining equipment and safety standards.
- Flexibility in working evenings, weekends, and irregular hours as needed for productions and events.



Additional Notes

This job description details responsibilities but is not prescriptive. The incumbent may be required to undertake other duties and responsibilities commensurate with the scope of the post. This job description may be subject to amendment, to meet the changing needs of the school, following appropriate consultation.

IGBIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment.



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