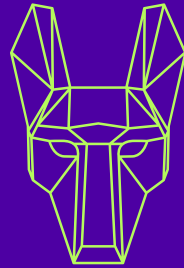


TEATRU



MALTA

Contract for Service

CONTENT EDITOR

Teatru Malta is Malta's first national theatre that focuses on the development of theatre in the Maltese islands.

We are seeking to engage an experienced and enthusiastic service provider as a **Content Editor** for 20 hours a week, to produce and coordinate all content related to Teatru Malta. Duties include writing, editing, proofreading and translating published and/or digital texts as well as updating and managing content on the Teatru Malta website. The **Content Editor** needs to ensure that the standard of all published content is high-quality.

The **Content Editor** will report to the Head of Productions.

Type of contract: **Service contract \ 1 year**
Remuneration: **€12,000 (excluding VAT)**



teatrumalta.org.mt

1. Duties and responsibilities.

- To regularly update Teatru Malta's website and social media with new content, including relevant photos and short videos;
- To research and produce texts in both English and Maltese on upcoming Teatru Malta productions and activities;
- To prepare content for regular publications including production brochures and/or newsletters;
- To proofread, restructure, and edit any text produced by, and related to Teatru Malta before this is published and/or posted online;
- To translate the required texts into English and/or Maltese;
- To embrace Teatru Malta's mission and vision statements and ensure good relations are maintained with all partners and collaborators;
- To carry out other duties assigned by the Head of Productions.

2. Skills and competencies.

By the closing date of the submission of the application, applicants are required to:

- Possess a University degree in English and/ or Maltese or any related subject (MQF Level 6) – Qualifications and experience claimed must be supported by certificates and/ or testimonials, copies of which should be attached to the application. Samples of work need to be produced¹;
- Be proficient in both English and Maltese, with excellent oral and written communication skills;
- Have at least 2 years of work experience in relation to website management, editing, translation and proofreading;
- Demonstrate excellent IT skills and knowledge of Wordpress;
- Hold a proven track record of meeting deadlines;
- Demonstrate knowledge and interest in Malta's cultural and creative sectors;
- Have a good understanding of culture and creative sectors;
- Show adequate enthusiasm and motivation to embrace the vision upheld by Teatru Malta;
- Pay great attention to detail;

- Possess the ability to work both independently and within a team.

Other conditions

- Flexibility to provide services during weekends and on certain evenings based on mutual agreement with the Head of Productions.

3. Submission of applications.

Applications supported by the necessary documentation together with a sample of work both in English and Maltese and a detailed *Curriculum Vitae* are to reach hello@teatrumalta.org.mt by not later than the **2nd November 2018**, noon.

Applicants must have a valid VAT registration number. The selected service provider will be responsible for all the relevant taxation and social security contributions according to the national legislation.

¹ Original certificates and/or testimonials are to be invariably produced for verification at the interview.