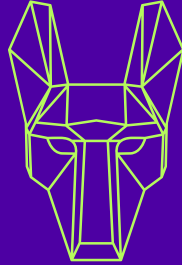


TEATRU



MALTA

Contract for Service

OFFICE & FACILITIES ADMINISTRATOR

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 to serve as **Office and Facilities Administrator** for 40 hours a week, to support the Teatru Malta team in operational aspects mostly related to the Teatru Malta premises. This includes the general upkeep and regular maintenance of the Teatru Malta premises as well as general office administration.

The **Office and Facilities Administrator** reports to the Head of Productions of Teatru Malta.

Type of contract: **Service contract \ 2 years**
Remuneration: **€20,000 per year (excluding VAT)**



teatrumalta.org.mt

1. Duties and responsibilities.

- Be responsible for the opening and closing of the Teatru Malta premises;
- Be responsible for the regular maintenance and upkeep of the Teatru Malta premises and address any structural, logistical issue related to the premises;
- Preparing cleaning schedule of the Teatru Malta premises and regularly coordinating cleaning services;
- Be available to provide hands-on technical assistance to the premises;
- Be responsible to nurture a strong and solid relationship with the community within which resides the Teatru Malta premises;
- Be responsible for secretarial tasks as needed at the Teatru Malta premises whilst performing receptionist duties at such premises, including welcoming visitors in person or on the phone, answering or referring inquiries;
- Ensure provision of effective mail management;
- Keep records as required;
- Travel in order to reach destinations to collect or deliver messages or materials and other communications to and from the Teatru Malta premises;
- Support the team by providing administrative and clerical support as requested, including in preparing, copying, collating, binding, filing, distributing documents, mail and notifications as instructed;
- Provide general clerical assistance;
- Provide logistical, hospitality and administrative support generally, including during events and meetings as required;
- Support hospitality and orientation support of project personnel and other individuals, especially of new staff and visitors and guests of Teatru Malta;
- Support Teatru Malta projects and Memory Unit in the maintenance of archives, and collection of statistics;
- Provide twenty four hour support to Teatru Malta by being on duty during all times for any necessary tasks outside of office hours;
- Provide assistance by taking the lead on necessary projects as requested by the Artistic Director and the Head of Productions of Teatru Malta;
- Support Teatru Malta in seeking and establishing collaborations with potential new premises in line with Teatru Malta's regional development strategy;
- Perform other duties as assigned.

2. Skills and competencies.

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

- Possess an Intermediate or Advanced Level of education (MQF Level 4);
- Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application;
- Have at least 1 year of experience in relation to general upkeep of a theatre space and related administrative tasks;
- Demonstrate sound knowledge and a strong track record in maintenance of spaces;
- A sound knowledge of the community within which there is the Teatru Malta facilities;
- Possess a clean driving licence;
- Show adequate enthusiasm and motivation to embrace the vision upheld by Teatru Malta;
- 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.

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

3. Submission of applications.

Interested service providers may send a covering letter together with their *Curriculum Vitae*, supported by the necessary documentation including the police conduct to hello@teatrumalta.org.mt by not later than the **2nd November 2018**.

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.