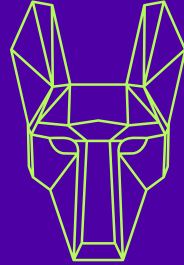


TEATRU



MALTA

Contract for Service

PRODUCTIONS 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 **Productions Administrator** for 40 hours a week, to support the development and delivery of the artistic programme by coordinating productions within the Teatru Malta calendar of events and organising the logistics to deliver this programme.

The **Productions Administrator** reports to the Head of Productions.

Type of contract: **Service contract \ 1 year**
Remuneration: **€20,000 (excluding VAT)**



teatrumalta.org.mt

1. Duties and responsibilities.

- To support and coordinate select productions within the Teatru Malta calendar of events, as requested by the Head of Productions, Teatru Malta;
- To serve as the direct liaison between the different Production Managers and Teatru Malta;
- To manage and control general production activity;
- To set clear deadlines and targets for productions and ensure that they are all on schedule and operating in a timely manner;
- To draft agreements for all Teatru Malta collaborators in direct liaison with the Arts Council legal advisor;
- To coordinate and schedule space bookings in direct collaboration with the Production Managers;
- To oversee logistics in relation to the productions including ensuring effective communication with technical, artistic teams, and/or partners;
- To request and manage quotations and direct orders related to the productions in accordance with government procurement regulations;
- To keep a clear and updated record of all quotations and direct orders;
- To ensure promotion and documentation of the projects, including filming and photography and other digital content;
- To undertake all aspects of project administration, monitor production spending and fill all quotes, invoices and contracts given out by production managers contracted by Teatru Malta;
- To schedule production meetings;
- To organize post mortem meetings;
- To manage invoicing and liaise directly with the Arts Council accounts department in an orderly, efficient and timely manner;
- To manage the electronic platforms storing Teatru Malta's documentation;
- To act as an advocate for the entity and ensure that good relations are kept with all partners and collaborators;
- Other duties as assigned by the Head of Productions.

2. Skills and competencies.

Applicants must, by the closing date of submission of the application, be in possession of:

- A University degree in cultural management or related subjects (MQF level 6) – Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application¹;
- Relevant work experience, particularly in relation to events'/project and budget management;
- Proven track record of delivering according to deadlines;
- Extensive knowledge and interest in Malta's cultural and creative sectors;
- An understanding of Government policy as well as incentives and the legislation relating to the CCS;
- Ability to establish and maintain positive relationships with a variety of collaborators and stakeholders;
- Ability to communicate in Maltese and English;
- Excellent listening and interpersonal skills;
- Good understanding of the CCS;
- Enthusiasm and motivation to deliver Teatru Malta's vision;

- Capable of working both independently and within a team, with an attention to detail.

Other conditions

- Flexible to provide his/her services on weekends and evenings, based on mutual agreement with the Head of Productions.

3. Submission of applications.

Applications, supported by the necessary documentation which should include 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.