

TEATRU



MALTA

**Contract for Service**

# ARTISTIC PROGRAMME COORDINATORS



[teatrumalta.org.mt](http://teatrumalta.org.mt)

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

We are seeking to engage an experienced and enthusiastic service provider to serve as **Programme Coordinator**, 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 Programme Coordinator reports to the Artistic Director of Teatru Malta.

**Basis**

Contract for service  
on an average of 40 hours a week

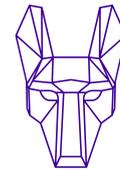
**Fee**

€22,000 exc. VAT per year  
with a 10% increase per year

**Duration**

3 years

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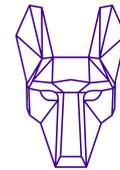
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## Duties and responsibilities

- To adhere to the artistic vision of Teatru Malta, strengthening the company's mission through the delivery of its programme;
- To support and coordinate the Teatru Malta calendar of events, as requested by the Artistic Director of Teatru Malta;
- In liaison with the Artistic Director to plan and implement the artistic programme of Teatru Malta;
- To work with the production team of each project to deliver each production on time and on budget; and together to manage the production deadlines for marketing, design, and other key departments– keeping the team up to date on any relevant developments;
- To be the central point of communication and coordination between the individual productions and key departments; acting as the main channel of information for all departments to work efficiently, keeping them up to date on significant developments that may affect them and ensuring that their interests and the interests of the production are effectively managed;
- To work with the Artistic Director to identify possible partnerships and co-producers for individual productions and create the framework for them to flourish, managing them as appropriate on a project by project basis;
- To maintain the Teatru Malta calendar of events on all platforms;
- 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 and organise venue reces in direct collaboration with the Artists and Production Managers;
- To ensure promotion and documentation of the projects, including filming and photography and other digital content;
- To manage the Teatru Malta online and offline drives;
- To act as an advocate for the entity and ensure that good relations are kept with all partners and collaborators;
- To work on fund-raising, partnerships and collaborations with the Artistic Director;
- To be in continuous discussions with the Artistic Director to ensure that the artistic mandate of the productions in question is respected, and the artistic director's vision is implemented;
- Other duties as assigned by the Artistic Director and Administration Manager of Teatru Malta.

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ARTS  
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## 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 (qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application<sup>1</sup>);
- 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 with excellent listening and interpersonal skills;

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

- Enthusiasm and motivation to deliver Teatru Malta's vision;
- Capable of working both independently and within a team, with an attention to detail.

The Programme Coordinator will be selected based on the above skills and competencies and the applicant's artistic integrity proven through previous experience.

### Abnormal working conditions

- Ability to work under pressure;
- Flexibility to work on weekends and evenings, based on mutual agreement with the Artistic Director.

## Submission of applications

Applications, supported by the necessary documentation which should include a detailed Curriculum Vitae, are to reach [contact@teatrumalta.org.mt](mailto:contact@teatrumalta.org.mt) by **not later than the 14th February 2020, 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.