

TEATRU



MALTA

**Contract for Service**

# SET BUILDER & PROPS MAKER/SOURCER



[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 a **Set Builder & Props Maker and Sourcer**, to support the Teatru Malta administration team in delivering its desired visual product by making or sourcing sets and props within the artistic programme of the national theatre.

The Set Builder & Props Maker/Sourcer will report to the Artistic Director of Teatru Malta.

**Basis**

Contract for service  
on an average of 20 hours a week

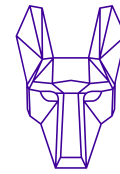
**Fee**

€12/hour + VAT  
capped at €9,500 + VAT in a year

**Duration**

1 year

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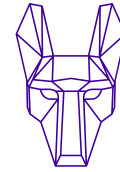
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## Duties and responsibilities

- Construct the set as designed by the designers according to each project and obtain the materials in accordance to the public procuring regulations and within a timely manner;
- Construct the props as designed by the designers and directors according to each project within a timely manner;
- Source out props as requested by the designers and directors according to each project within a timely manner;
- Work with the production designers to create sets/props for the desired aesthetics of the projects;
- Work with a team of builders to construct and build the set to the best of his abilities, all the while not impacting the projects set targets and timelines;
- Dismantle the set for each project assigned and to deliver the relevant materials to the Teatru Malta warehouse;
- Organise the delivery of the set, materials, and props to the venue and collection from the venue to storage;
- Liaise with the Executive Administrator on matters relating to the set building for each project;
- Be available to build and set up the different elements of the set on-site both for rehearsals and for the actual production per project assigned;
- Procure the necessary material needed to establish the desired product;
- Liaise and communicate with the directors and designers for each project while constructing the set/props or sourcing the props to his best abilities;
- Be available for meetings including on-site meetings, as and when requested by the Executive Administrator and Production Manager;
- Be available to fix any damages during the rehearsal and performance period of each project;
- Be available to attend rehearsals as and when requested by the Executive Administrator and Production Manager;
- 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;
- Fulfill any other tasks in relation to set building and props as directed by the Artistic Director.

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## Skills and competencies

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

- 3 years of relevant work experience, particularly in relation to set building, props-making and props-sourcing in the cultural and creative sectors;
- Proven track record of delivering according to deadlines;
- Extensive knowledge and interest in Malta's cultural and creative sectors;
- Ability to establish and maintain positive relationships with a variety of collaborators and stakeholders;
- Proficiency in English and Maltese, with excellent oral and written communication skills;
- Excellent listening and interpersonal skills;
- Enthusiasm and motivation to deliver Teatru Malta's vision;
- Capable of working both independently and within a team, with an attention to detail.

The Set Builder & Props Maker/Sourcer 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 Executive Administrator.

## 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.