



CALL FOR SERVICE

ADMINISTRATIVE MANAGER

WITHIN TEATRU MALTA C/O ARTS COUNCIL MALTA

JOBSPLUS PERMIT NUMBER 824/2021



teatrumalta.org.mt

Arts Council Malta (ACM) Initiative (**Teatru Malta**) is seeking to engage the services of an individual as an **Administrative Manager** to work within ACM Initiative's Team.

↓ **Nouveau Riche: Reading** (2021)
Photo by *Lindsey Bahia*



General responsibilities

The duties of the selected bidder are to include but not limited to:

- To manage the progression of ACM Initiative (Teatru Malta) into a public cultural organisation; having its own stand-alone governing body and legal status.
- To act as the executive administrator and manage, coordinate and delegate the day-to-day operations of ACM Initiative (Teatru Malta) in an efficient manner.
- To manage and delegate the day-to-day management of ACM Initiative (Teatru Malta)'s premises.
- To coordinate the finance and procurement systematics of ACM Initiative (Teatru Malta), leading the day-to-day management of financial procedures by liaising with ACM Financial Controller, ACM DCA, and Executive Chair.
- Provide reports if and when requested by Financial Controller ACM, provide any necessary financial estimates necessary to ACM Finance.
- To coordinate all the procurement activities of ACM Initiative (Teatru Malta)'s initiatives, including any subcontracting by the entity ensuring that all legal and other regulatory requirements are fully satisfied, in liaison with

the Directorate of Corporate Affairs within ACM.

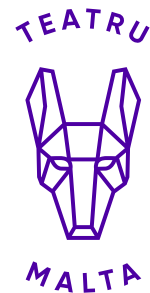
- Coordinating the administration and coordination of tenders from reviewing the initial request, managing the established tender process, to administering the final bid with the successful bidder.
- To oversee and implement the delivery of the artistic programme of ACM Initiative (Teatru Malta)'s initiatives by administering productions from both a financial and logistical manner.
- To coordinate budgetary measures in relation to any new initiatives and to manage or delegate such initiatives.
- To establish the production team of each project, in communication with the artistic director, to deliver each production on time and on budget, and to meet the various production deadlines.
- To manage the administration of MOU's, contracts and administration dealings with possible partnerships, sponsorships, co-producers and collaborators for new productions as guided by ACM Initiative (Teatru Malta)'s Artistic Director.
- To coordinate all HR and Contractual Obligations at ACM Initiative (Teatru Malta). Supervising ACM Initiative (Teatru Malta)'s hiring and service contract processes, from

recruiting, interviewing, and hiring new staff or procuring new services.

- To connect executives with employees, improve employee, service provider and artist engagement, and build strategic talent resources plans.
- Other relevant duties as assigned by the Executive Chair ACM, or the Artistic Director of ACM Initiative (Teatru Malta).

↓ O. (2021)
↓ Photo by Lindsey Bahia





Supervision

The Administrative Manager will answer to the Director / Corporate Affairs of ACM when it comes to operations relating to public procurement, finances, budgets, and HR and the Artistic Director of ACM Initiative (Teatru Malta) when it comes to the programming, ethos and vision of ACM Initiative (Teatru Malta).

Direction, work assignment, clarification, and approvals are agreed upon by Executive Chair ACM.

Requirements

- Candidates must be in possession of a recognized and relevant Post graduate Master degree MQF Level 7 in Communications, Business Management, Management, Theatre Studies, Art or in a related subject and 2 years' experience in administration.

OR

- Candidates must be in possession of a recognized and relevant Bachelors degree MQF Level 6 in Communications, Business Management, management, Theatre Studies, Art or in a related subject and 5 years' experience in administration.

Other requirements include:

- Knowledge of the theatre sector, creative industries and the creative economy.
- Ability to manage a matrix environment, collaborate across multiple departments and influence all levels within the organisation.
- Ability to communicate in Maltese and English with excellent listening and interpersonal skills.
- Ability to work under pressure.
- Flexibility to work late or on weekends to meet deadlines or due to production necessities.

Contract

The selected candidate will be awarded a definite full-time employment contract for three years.

Operating flexibly within 40 hour/week to meet the demands and requirements of the position, the chosen candidate will be required to work within the rules and regulations of the Malta Public Service.

Salary information:

S1 Basic Salary

Maximum Grade 5 of Arts Council Salary & Grading Structure (2021)

€25,656.00

Maximum Salary

€28,843.00

Benefits and allowances:

Performance

Up to 10%

€2,884.30

Others

Disturbance Allowance: up to 15%

€4,326.45

B1 Total Benefits

€7,210.75

Current Year Recurrent Expenditure (S1+B1)

€36,053.75

↓ **Il-Qtates ta' max-Xatt (2021)**
↓ *Photo by Lindsey Bahia*



Submission of applications

Interested applicants are required to send a motivation letter together with a CV to contact@teatrumalta.org.mt. Closing date for applications is **Wednesday 1st December 2021**, at noon.

Selected eligible applicants will be asked to sit for a selection interview.