



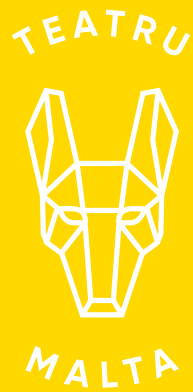
CALL FOR SERVICE

# PRODUCTION MANAGER

WITHIN TEATRU MALTA C/O ARTS COUNCIL MALTA



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



**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 **Production Manager** for an average of 40 hours a week, to support the development and delivery of the artistic programme by coordinating and managing productions within the Teatru Malta calendar of events and organising the logistics to deliver this programme.

The Production Manager reports to the Head of Productions.

## General responsibilities

The duties of the selected bidder are:

- To support, coordinate, and manage select productions within the Teatru Malta calendar of events, as requested by the Head of Productions, Teatru Malta;
- To manage the productions, including their budgets, which are part of the Teatru Malta’s programme and adhere to all reporting obligations in respect to the production budgets, as stipulated by the Head of Productions and the Administration Manager;
- To serve as the direct liaison between Teatru Malta and the production’s creative, technical, and logistical team;
- 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 oversee agreements related to the productions 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 coordinate on a logistical level with the marketing department of Teatru Malta on anything related to the promotion and documentation of the projects, including filming and photography and other digital content of the productions;
- To undertake all aspects of project administration, monitor production spending and fill all quotes, invoices and contracts by Teatru Malta;
- To schedule production meetings;
- To organize production post mortem meetings;
- To liaise with the administration department on production invoicing in an orderly, efficient and timely manner;
- To manage the electronic platforms storing Teatru Malta’s documentation;

(continued)

- To act as an advocate for the entity and ensure that good relations are kept with all partners and collaborators;
- To manage the inventory, deliveries and stock levels of Teatru Malta's wardrobe and stock;
- Other duties as assigned by the Head of Productions and Administration Manager.

↓ Rehearsals for *Ħax-Xjuħ* (2019)  
Photo by Joe Smith



## Skills and competencies

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

- Bachelor’s qualification at MQF Level 6 related to the role—qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application<sup>1</sup>;
- Knowledge of the local theatre scene as well as cultural and creative sectors;
- A track record of delivering according to deadlines;
- The 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;
- The ability to work both independently and within a team, with an attention to detail;
- Relevant work experience, particularly in relation to events/projects and budget management, of a minimum of 2 years;
- An understanding of Government policy as well as incentives and legislation.

## Abnormal Service Conditions

- Ability to work under pressure;
- Hours of work may also be required after normal office hours thus the candidate must be flexible to work on weekends and evenings depending on the needs of the entity.

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

## Contract

The selected candidate will be awarded a three (3) year Contract for Service, with the possibility to renew for a further period of one (1) year, depending on his/her performance.

Answerable to the Head of Productions at Teatru Malta for Arts Council Malta, operating with flexible hours 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. The selected service provider will be responsible for all the relevant taxation and social security contributions according to the national legislation.

The remuneration is of EUR22,000 (excluding VAT but including any other taxes or charges) per year for 40hours per week from the office and/or on site as required.

Payment will be processed monthly by Arts Council Malta on receipt of an invoice with a valid VAT number.

↓ Rehearsals for *Il-Qtates ta' Max-Xatt* (2019)  
↓ Photo by *Elisa Von Brockdorff*



## Applications

Interested applicants are required to send a motivation letter together with a CV to [contact@teatrumalta.org.mt](mailto:contact@teatrumalta.org.mt).

Closing date for applications is **May 16, 2022** at noon.

Eligible applicants will be asked to sit for a selection interview.