



CALL FOR SERVICE

PUBLICATIONS, RESEARCH & ARCHIVING COORDINATOR

WITHIN TEATRU MALTA C/O ARTS COUNCIL MALTA



teatrumalta.org.mt



Teatru Malta is Malta's national theatre company.

Teatru Malta is seeking to engage the services of a **Publications and Archiving Researcher** to work closely with Teatru Malta's Team. The **Publications, Research and Archiving Coordinator** will answer to and assist the Artistic Director and Marketing and Brand Executive in Teatru Malta's operations relating to publications, research and archiving.

General responsibilities

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

- Manage and coordinate Teatru Malta’s publications/programmes, coordinate with writers and translators and the editors; manage the publication schedule which works in tandem with the production schedules; obtain the necessary rights and texts required and make sure that publications conform to 3rd party rights; liaising with the marketing department of Teatru Malta on the design of the publications and format to specific style guides; liaise with other service providers in relation to the publications; adhere to the timeline schedule of the publications and obtaining relevant ISBN’s;
- Assure the long-term planning and improvement, possible collaboration and funding for Teatru Malta’s publication programme;
- Coordinating and editing Teatru Malta programmes and info-leaflets, and their online and physical archiving along with any marketing material;
- Create physical and digital space for the academic and journalistic reviewing and analysis of Teatru Malta’s work in the context of the local theatre sector;
- Drafting and Executing Teatru Malta’s archiving policy;
- Coordinating online archiving for Teatru Malta’s productions and relevant talks and initiatives such as Taħdita Teatru whilst working with established local and international physical online archives. Identify any new archives/institutions interested in collaborating with in this regard;
- Coordinating Teatru Malta’s Surveys and the usage and communication of survey results;
- To coordinate Siparju, a PhD programme which will be developed into an online portal and publication. This is being done in collaboration with the Theatre Studies Department within the University of Malta and the Ministry of Education and will liaise with the university and/or PhD candidate on updates related to research, handle/coordinate the project from Teatru Malta’s side, discuss, coordinate, and manage the timeline project together with UM;
- Create a media and asset archive on each production produced by Teatru Malta, and implement the necessary improvements for new productions.

Qualifications and experience

- Candidates must be in possession of a recognised and relevant degree and/or diploma in publishing, literature, comparative literature, archiving, translation, cultural management, theatre studies, or in relevant areas to be specified or a comparable professional qualification. Experience in the publications and culture and creative sector is considered as an asset;
- Experience in publishing will be considered an asset;
- Proficiency in Microsoft 365 software and Google Workspace;
- Linguistically proficient in Maltese and English, knowledge of a third language is desirable;
- General awareness of office procedures;
- Must have knowledge and interest in the cultural and creative sectors;
- Strong organizational skills and attention to detail;
- Ability to work under pressure and multi-task, using a team approach to solve problems when appropriate;
- A willingness to learn and expand their knowledge;
- Ability to work autonomously with little or no supervision.

↓ **L-Interrogazzjoni** (2020)
↓ *Photo by Elisa von Brockdorff*



Contract for service

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

Answerable to the Artistic Director and the Brand Executive at Teatru 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 remuneration is of €9,000 (excluding VAT but including any other taxes or charges) per year based on a hourly rate of €10/hour.

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

↓ **Ma Kuraġġ u Wliedha (2022)**
↓ *Photo by Elisa von Brockdorff*



Applications

Applications supported by the necessary documentation, a covering letter, and a detailed Curriculum Vitae are to reach contact@teatrumalta.org.mt by no later than the **19th December 2022**, 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.

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