



CALL FOR SERVICE

PARALEGAL

WITHIN TEATRU MALTA C/O ARTS COUNCIL MALTA



teatrumalta.org.mt



Teatru Malta is Malta's national theatre company.

We are seeking to engage an experienced and enthusiastic service provider to serve as a **Paralegal** for an average of 20 hours a week, to support Administration department in the drafting of agreements, ensuring compliance with current laws and regulations, and liaising with artists or their legal representatives on contracts within the Teatru Malta programme.

The **Paralegal** reports to the Administrative Manager and Arts Council Malta Legal Advisor.

General responsibilities

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

- Draft and vet contracts and agreements for the functions of Teatru Malta under the legal direction of the Arts Council legal advisor, based on the workflow assigned by the Administrative Manager;
 - Liaise with the administrative department on contracts, agreements, and negotiations in an orderly, efficient and timely manner;
 - Serve as the direct liaison between Teatru Malta and respective creative, technical, marketing, administrative, and logistical personnel and collaborators on matters negotiations related to contracts and agreements;
 - Ensure compliance with current laws and regulations, performing legal research into case law and precedents if required;
 - Manage the electronic platforms storing Teatru Malta's legal documentation and keep track of progress on all contracts;
 - Act as an advocate for the entity and ensure that good relations are kept with all partners and collaborators;
 - Other duties as assigned by the Administrative Manager and/or General Manager/Artistic Director;
- Procure services relating to the venues and staging in according with Public Procurement Regulations as necessary;
 - Maintain an efficient reporting system using Teatru Malta's systems;
 - Collaborate on the logistical requirements needed with the marketing department of Teatru Malta, for filming and photography and other digital content of the productions to take place;
 - Act as an advocate for the entity and ensure that good relations are kept with all partners and collaborators;
 - Liaise with the Production Manager on the inventory, deliveries and stock levels of Teatru Malta's wardrobe and stock;
 - Be available and attend meetings as and when requested by the Head of Production and/or a representative of Teatru Malta;
 - Other duties as assigned by the Head of Production and General Manager/Artistic Director.

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. Original certificates and/or testimonials are to be invariably produced for verification at the interview;
- Expertise in intellectual property rights and copyright law is considered an asset;
- Track record of delivering according to deadlines;
- 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;
- Capable of working both independently and within a team, with an attention to detail;
- Relevant work experience, particularly in relation to paralegal services 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.

↓ **Il-Fidwa tal-Bdiewa (2022)**
↓ *Photo by Max Russ*



Contract

The selected candidate will be awarded a one (1) year Contract for Service.

Answerable to the Administrative Manager 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 €10 per hour (excluding VAT but including any other taxes or charges) per year for a maximum of 20 hours 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.

↓ **L-Għarusa (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.