



CALL FOR SERVICE

FRONT OF HOUSE & STAGEHANDS OFFICERS

WITH TEATRU MALTA C/O ARTS COUNCIL MALTA





Teatru Malta is Malta's national theatre company.

We are seeking to engage **Front of House & Stagehands Officers** to form part of our core production team, for our programme of theatrical productions, usually in the evenings with a possibility of matinee shows per production, hosting the Teatru Malta calendar of events at each dedicated venue.

The Front of House (FOH) and Stagehand Officers would report directly to the Locations and Stage Manager.

Nomenclatures denoting the male gender include also the female and nonbinary genders.

Duties and Responsibilities of Front of House Officers

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

- Be present for performances as scheduled and agreed upon with the Locations and Stage Manager.
- Attend a briefing meeting per performance run, as directed by the Locations and Stage Manager. This may include attending a rehearsal.
- Greet audience members and scan tickets at the door and check tickets.
- Guide audience members to any refreshment stand during, before the show, during the interval or after the show (depending on what's available).
- Disseminate programmes and other souvenirs (depending on what is available).
- Guide audience members to entrances, exits and toilets.
- Ensure audiences are not using their phones or any other recording equipment during the performance.
- Liaise with other Front of House staff to ensure smooth running of the performance.
- Manage the audience in emergency situations, being aware of health and safety requirements/issues and emergency plans.
- Check and report safety issues to the Locations and Stage Manager.
- Check and report any ticketing issues to the Locations and Stage Manager.

Skills and Competencies

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

- Possess great people skills. Hospitality experience is deemed an asset;
- Knowledge of the local theatre scene as well as cultural and creative sectors;
- Proficiency in English and Maltese, with excellent oral and written communication skills;
- Capable of working both independently and within a team, with an attention to detail;
- Ability to work under pressure.

Hours of Work

- Hours of work will be after normal office hours thus the candidate must be flexible to work on weekends and evenings depending on the needs of the entity.

- Some important dates for the upcoming season RBGH/SJF 2023:

16 June to 3 July 2023

22 and 23 July 2023

Further dates for other projects/initiatives/ productions will be communicated in due course. Dates for any briefing meetings are not included in the above list.

Duties and Responsibilities of Stagehands Officers

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

- Be available and assist the Locations and Stage Manager as directed, during the rehearsal schedule through to the production week as well as performances; this includes technical setup and rehearsals, general rehearsals, performance/s and dismantling timeline, as agreed upon with the Locations and Stage Manager;
- Attend a briefing meeting per performance run, as directed by the Locations and Stage Manager.
- Liaise and cooperate with the Director and Production Team on matters relating to stage and backstage;

- Be available for on-site meetings as and when requested by the Locations and Stage Manager;
- Ensure to clear and clean stage after every performance, setting up the stage, props backstage and venue ahead of show, during and after the performance/s;
- Adhere and follow all health and safety obligations as requested by the Locations and Stage Manager.

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



Skills and Competencies

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

- Possess great problem-solving skills and the ability to communicate effectively;
- Acute attention to safety;
- Knowledge of the local theatre scene as well as cultural and creative sectors;
- Proficiency in English and Maltese, with excellent oral and written communication skills;
- Capable of working both independently and within a team, with an attention to detail;
- Ability to work under pressure.

Hours of Work

- Hours of work will be after normal office hours thus the candidate must be flexible to work on weekends and evenings depending on the needs of the entity.

- Some important dates for the upcoming season RBGH/SJF 2023:

5 June to 5 July 2023

22 and 23 July 2023

Further dates for other projects/initiatives/productions will be communicated in due course. Dates for any briefing meetings are not included in the above list.

Contract Conditions

The selected candidates for either of the above mentioned positions, 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 his/her/their performance.

Answerable to the Head of Productions at Teatru Malta for Arts Council Malta, or their designated representative, 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.

Remuneration

The remuneration is €8.50/hour (excluding VAT but including any other taxes or charges) from the office and/or on site as required.

Applicants must be in possession of a valid VAT number.

Payment will be processed by Arts Council Malta within 30 days of receipt of an invoice with a valid VAT number.

↓ **Lupu/Nagħġa (2023)**
↓ *Photo by Maria Galea*



Applications

Interested applicants are required to send a motivation letter together with a CV to contact@teatrumalta.org.mt

Closing date for applications is **April 15th, 2023** at **noon**, with interviews being held on April 18th and 19th, 2023.

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