



CALL FOR SERVICE

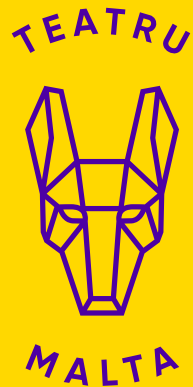
# ASSISTANT STAGE MANAGER

SEASON 2024/25

National Agency for  
*the Performing Arts*

Aġenzija Nazzjonali  
*għall-Arti Performattiva*

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



**Teatru Malta is Malta's national theatre company, delivering innovative theatre experiences to different communities in various locations around Malta and Gozo. Teatru Malta is part of the National Agency for Performing Arts.**

We are seeking to engage an experienced and enthusiastic **Assistant Stage Manager** to support the development and delivery of a number of projects within the artistic programme.

The chosen candidate will be assisting the director, **Sean Buhagiar**, on production requirements for these upcoming projects within the Teatru Malta calendar of events, and reports to the Location & Stage Manager, **Sefora Mannino**.

## Upcoming Projects

Applicants may apply for any one or more projects outlined below. Availability on the below dates for each project is non-negotiable.

### PROJECT 1

15th July - 2nd August 2024  
Monday - Friday, daytime

4th November - 14th November 2024  
Monday - Friday, daytime

15th November - 26th November 2024  
Weekday mornings and  
Weekends afternoon and evenings

### PROJECT 2

3rd September - 20th October 2024  
Monday - Friday, daytime

21st October - 29th October 2024  
Monday - Saturday, daytime

30th October - 1st November 2024  
Evenings

2nd November - 3rd November 2024  
All day

### PROJECT 3

17th June - 21st June 2024  
Monday - Friday, daytime

11th November - 30th December 2024  
Monday - Friday, daytime

31st December 2024 - 9th March 2025  
Afternoon or evenings daily including weekends

↓ **The Best European Show (2024)**



## General responsibilities of the Assistant Stage Manager (ASM)

- Be available and present for all rehearsals, dress rehearsals, production week of the chosen project/s;
- Liaise with the Director to take care of any changes made to the script and cues during rehearsals;
- Update and coordinate the team on any changes and/or amendments to the script and/or schedules during the rehearsal period and production week;
- Liaise and communicate with the Director, Artistic Team and Stage Manager on matters relating to the stage, set and props for the Production; and
- Be available for meetings including on-site meetings, as and when requested by the Director, and the Producer

↓ **Dik is-Sigra f'Nofs ta' Triq (2023)**



## Requirements

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

- Knowledge of the local cultural and creative scene;
- Experience in performing the role of Assistant Stage Manager;
- Be reasonably flexible in adapting to last-minute changes and requests;
- Meticulously organised;
- Great problem-solving skills and the ability to communicate effectively;
- 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; and
- Ability to work under pressure.

## Remuneration

A remuneration based on experience and other factors will be negotiated per project or projects.

## Applications

Applicants are to send a motivation letter with a detailed Curriculum Vitae, specifying which project or projects they are applying for, by email to [contact@teatrumalta.org.mt](mailto:contact@teatrumalta.org.mt)

Closing date for applications is **10th of April 2024**, at **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.