

NAPA National Agency for the Performing Arts

Call for Applications: Headship Position at Teatru Malta

Within the National Agency for the Performing Arts (NAPA)

The **National Agency for the Performing Arts (NAPA)** is seeking an experienced and committed cultural professional to take on a leadership role as **Head of Teatru Malta**, helping to shape and elevate the company's future direction over the coming years.

Teatru Malta is Malta's national theatre company, known for delivering innovative and engaging theatre experiences to diverse communities across Malta and Gozo. As a key component of NAPA, Teatru Malta plays a central role in advancing the national performing arts landscape.

Established in 2023, NAPA aims to raise the profile of the performing arts sector both locally and internationally. As the national reference point for performing arts in Malta, NAPA is committed to policy development, sectoral advocacy, and the creation of a long-term sustainability strategy for both the Agency and the wider cultural ecosystem. NAPA works in close collaboration with Public Cultural Organisations (PCOs) and the private sector to build synergies and foster growth in the field.

The selected candidate will report directly to the Artistic Director of Teatru Malta and the Director of NAPA. As part of a dynamic headship team, the Head of Teatru Malta will be responsible for overseeing the company's financial management, administrative operations, human resources, and general office coordination.

This is a public sector employment position, graded at Scale 4 in line with the Arts Council Malta and Public Cultural Organisation salary structures.

Key Responsibilities

Leadership and Management

- Lead the administrative team and conduct regular planning and management meetings.
- Assist in recruitment and line-manage administrative staff, while providing support to freelancers and contractors.
- Manage the day-to-day operations of the company to ensure efficiency and effectiveness.
- Ensure the implementation of organizational policies, systems, and procedures in collaboration with the Director for Administration.
- Oversee all procurement activities and ensure compliance with legal and regulatory standards.
- Manage IT requirements including acquisition of hardware/software, training, and support.
- Oversee all facility and service operations for the company.
- Ensure all contractual and performance obligations are fulfilled and payments received post-engagement.
- Foster collaborative relationships with other companies within the agency and other public cultural organisations.
- Work closely with the Executive Team to anticipate and resolve resource-related challenges.

Strategic and Business Planning

- Collaborate with the Artistic Director to lead on long-term planning, including productions, tours (local and international), projects, and partnerships.
- Identify and pursue local, national, and international partnerships and performance opportunities.
- Accompany the Artistic Director on international trips to seek out artists, venues, and festivals when necessary.

Production Oversight

- Support the Artistic Director in delivering the company's artistic vision and mission.
- Work closely with the respective Artistic Director on the development and production of an artistic programme
- Lead and oversee the programme of the productions of the company, including their administration, general operations and the diverse projects and initiatives, managing the responsibilities and tasks for the company team however necessary;
- Where relevant liaise with the lead artist/s and/or Artistic Director within productions and work with other production team members on the creation of a production plan per project that responds to the overall objectives of the company programme and vision;

- Ensure that the necessary arrangements vis-à-vis administration, hospitality, insurance, health and safety, security, licensing and other requirements are made within the team for the company's projects;
- Where relevant represent and participate on behalf of the company in local and international initiatives and collaboration discussions contributing to the development of the programme of productions
- Undertaking research as assigned by the Artistic Director and providing appropriate recommendations;
- Collaborate on the development and implementation of the company's internationalization plan.

Finance

- Monitor and manage annual and project budgets, including income targets in alignment with the Business Plan.
- Oversee quarterly and annual cash flow in coordination with NAPA.
- Ensure the financial stability and sustainability of the company.
- Advise the Artistic Director and staff on financial matters as needed.
- Contribute to publications and communications related to company activities.

Fundraising

- Oversee ongoing fundraising efforts.
- Work with the Artistic Director and the team to identify new funding opportunities and develop donor strategies.
- Set and monitor realistic fundraising targets.
- Prepare funding applications, including EU and international opportunities.
- Work with the Head of Communications (NAPA) to create fundraising assets.
- Cultivate and maintain donor and sponsor relationships.

Education and Outreach

- Lead on the creation and delivery of an educational and outreach programmes for the company, both in formal and informal settings.

Other Duties

- Perform other responsibilities as required from time to time by the Artistic Director or Director for Administration.

Working Conditions

- Must be able to work under pressure and handle multiple priorities.
- Flexible working hours, including evenings and weekends, based on mutual agreement with the Artistic Director.
- Will be required to travel with the company during tours as needed.
- Collaborate with the Executive Team and Artistic Director to identify and support professional development opportunities for both artistic and administrative staff.

Eligible applicants must

- be confirmed in their current or in a previous appointment who are in possession of a recognised Master's qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) in relevant areas to be specified or a comparable professional qualification, plus four (4) years relevant work experience of which one (1) year must be in a management position comparable to Scale 8 level or higher in the Public Service
- Or are confirmed in their current or in a previous appointment who are in possession of a recognised Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in relevant areas to be specified or a comparable professional qualification, plus six (6) years relevant work experience of which one (1) year must be in a management position comparable to Scale 8 level or higher in the Public Service Or are Public Officers in a Scale not below Scale 7, whose appointment in such scale has been confirmed,
- or Public Sector employees performing duties in the Public Service or RSSL employees, both* at a comparable level of responsibility and whose appointment in such level has been confirmed, with nine (9) years relevant work experience of which one (1) year must be in a management position comparable to Scale 8 level or higher in the Public Service

Kindly apply by sending your CV and covering letter to napa@napa.mt by Wednesday 20th August 2025.