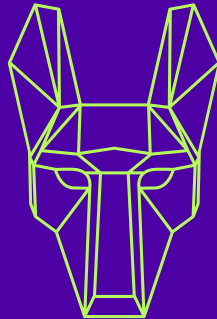


TEATRU



MALTA

## Call for Executive Administrator of Teatru Malta

Teatru Malta is the National Theatre Company, which has been newly established by Arts Council Malta to focus on the development of theatre in Malta. We are looking for a service provider to supply administrative and managerial support in a well-organized and timely manner. The Executive Administrator (EA) will be responsible for the administrative tasks of Teatru Malta whilst assisting the artistic director. In this position, one can also expect to conduct research, create reports, collect statistics, prepare agendas, and manage budgets and schedule. The EA can be required to take the lead on a number of production coordination tasks. The individual will usually work in office settings, but may also conduct their work remotely, as necessary for the production schedule of Teatru Malta. Previous experience of similar roles and a sound knowledge of the theatre world will be considered as assets.

Type of contract: **Service contract \ 1 year \ 40 hrs per week**  
Remuneration: **€20,000 excluding VAT**



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



## Job Description

### The key responsibilities:

- In liaison with the Artistic Director to plan and implement the artistic programme of Teatru Malta.
- To work with the production team of each project to deliver each production on time and on budget; and together to manage the production deadlines for marketing, design, and other key departments– keeping the team up to date on any relevant developments
- To be the central point of communication and co-ordination between the individual productions and key departments; acting as the main channel of information for all departments to work efficiently, keeping them up to date on significant developments that may affect them and ensuring that their interests and the interests of the production are effectively managed.
- To manage the day to day administration of Teatru Malta, including procurement activities, including subcontracting, ensuring that all legal and other regulatory requirements are fully satisfied, in liaison with the Directorate for Corporate Affairs within Arts Council Malta.
- To set and oversee production budgets within the overall financial parameters of Teatru Malta's annual budget.
- To work with the Artistic Director to identify possible partnerships and co-producers for individual productions and create the framework for them to flourish, managing them as appropriate on a project by project basis.
- To manage all facilities and services that may temporarily or permanently be in use by Teatru Malta.

## Supervision Received

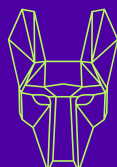
- General supervision from the Artistic Director



Taħdita Teatru, a series of touring discussions on theatre organised in March 2017.

**Credit:** Albert Camilleri





## Person Specification

### Essential Experience

- Substantial experience in theatre production or other administrative role in the arts.
- Experience in negotiation with venues and other entities (both Malta and international).
- A proven track record in building and maintaining successful partnerships to support new artistic product.
- Experience and understanding of the full range of artists' contracts.
- Experience in negotiating partnership/co-production contracts.
- Sound financial understanding and the ability to manage budgets.

### Skills & Ability

- Degree in cultural management or a related subject.
- Excellent organisational skills: ability to deal effectively with multiple workload demands.
- Highly efficient administration skills and attention to detail.
- Excellent oral and written communication skills in Maltese and English with application to report writing, funding proposals and other such documents.
- Excellent communication and interpersonal skills with the ability to work with a broad range of people.
- High level of computer literacy with particular skills in the Microsoft Office suite of software.
- The ability to work as a self-starter and as part of a small team.
- The ability to work on own initiative.

### Attributes

- Creative flair and entrepreneurial spirit with a keen eye for opportunities.
- A passion for and commitment to theatre.
- Commitment to equality.

### Desirable

- Knowledgeable and passionate about the development of theatre in Malta.
- Basic understanding of copyright law with regard to performance rights.
- Experience of digital distribution of live performance.
- Knowledge and understanding of the arts funding system and infrastructure in Malta.

### Abnormal working conditions

- Ability to work under pressure.
- Working hours are flexible, including weekends and public holidays, based on mutual agreement with the Artistic Director.
- Ability to travel in connection with the international business of Teatru Malta.

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Interested applicants are to send a CV and a cover letter to [vacancies@artscouncilmalta.org](mailto:vacancies@artscouncilmalta.org) by Wednesday 12th April 2017

Applicants must have a valid VAT registration number. The selected service provider will be responsible for all the relevant taxation and social security contributions as requested by national legislation.