



CALL FOR SERVICE

FRONT OF HOUSE OFFICERS

WITHIN TEATRU MALTA C/O ARTS COUNCIL MALTA



teatrumalta.org.mt



Teatru Malta is Malta's first national theatre company that focuses on the development of theatre in a number of varied venues across the Maltese islands.

We are seeking to engage **front of house officers** to form part of our front of house team, for our programme of theatrical productions, for up to a maximum of 50 hours per production, usually in the evenings with a possibility of matinee shows per production, hosting the Teatru Malta calendar of events at each dedicated venue.

The FOH team would report directly to the designated Production Manager.

General responsibilities

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

- Being present for all shows;
- Greeting audience members and scanning tickets at the door and check tickets;
- Guiding audience members to any refreshment stand during, before the show, during the interval or after the show (depending on what's available);
- Disseminating programmes and other souvenirs (depending on what is available);
- Guiding audience members to entrances, exits and toilets;
- Ensuring audiences are not using their phones or any other recording equipment during the performance;
- Liaising with other Front of House staff to ensure the smooth running of the performance;
- Managing the audience in emergency situations, being aware of health and safety requirements/issues and emergency plans;
- Checking and reporting safety issues to the Production Manager;
- Checking and reporting any ticketing issues to the Production Manager.

↓ Rehearsals for *Ma Kuraġġ u Wliedha* (2022)
Photo by Elisa von Brockdorff



Skills and competencies

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

- 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;
- The ability to work both independently and within a team, with attention to detail;
- Ability to work under pressure;
- Experience in inclusive practices would be an asset, however further training will be provided.

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 HRF/XTW 2022-2023:

- 18th–27th November 2022;
- 5th–13th December 2022;
- 26th January–5th February 2023;
- 20th–26th March 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 for service

The selected candidates 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, 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 8.50EUR per 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.

↓ Rehearsals for *Il-Qtates ta' Max-Xatt* (2019)
Photo by Elisa Von Brockdorff



Applications

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

Closing date for applications is **Friday 21st October 2022** at noon.

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