



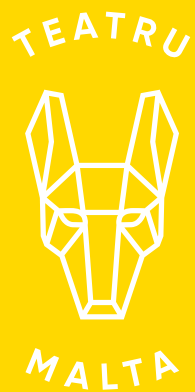
CALL FOR SERVICE

LOCATION & STAGE MANAGER

WITHIN TEATRU MALTA C/O ARTS COUNCIL MALTA



teatrumalta.org.mt



Teatru Malta is Malta's national theatre company.

We are seeking to engage an experienced and enthusiastic **Location & Stage Manager** for an average of 40 hours a week, to support the development and delivery of the artistic programme by managing the stage requirements, logistics and stage crew per project within the Teatru Malta calendar of events.

The **Location & Stage Manager** reports to the Head of Productions.

General responsibilities

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

- Manage the stage setup from design to build and dismantling, production schedules, and stage crew within the Teatru Malta calendar of events, as requested by the Head of Productions of Teatru Malta;
- Lead, be available and present for get-in, technical, dress rehearsals and performances and get-out for the assigned production, and manage all rehearsals (incl. call-times), actors, technicians, front-of-house staff, props and costume fittings;
- Liaise and coordinate between artists, Teatru Malta, and the production's technical, and logistical team, particularly stage crew and external service providers, on all matters relating to staging. Be responsible to schedule and facilitate meetings, communication and coordination throughout the assigned productions;
- Follow the production schedule, advising on it as necessary, and set clear deadlines and targets for production week and any technical requirements related, and ensure that the teams involved are all on schedule and operating in a timely manner;
- Manage the relationship with the venue management as required, maintaining to

the schedule and brief received from the Production Manager, ensuring that the related venue is kept clean and to the appropriate condition, and that it is rendered accessible for setup and dismantling reasons, as well as public attendance;

- Study the relevant scripts, technical riders, sets and staging to ensure a complete comprehension and synergy with the team and the assigned production;
- Follow the risk assessment instructions and measures as guided by the Head of Production and /or a representative of Teatru Malta, and according to the risk assessment provided by a qualified risk assessor;
- Make sure that all props, costumes and stage elements are ready and safe for use for each rehearsal and performance. This includes overseeing that all stage elements created during the Production shall be returned to the Producer at the end of the Production;
- Manage the related budgeting, procurement and invoicing and reporting of all items relating to staging, in the context of the respective overall production within Teatru Malta's programme. Endeavour to remain within budget per production and ensure to keep to all reporting obligations with respect to the production budgets, as per Teatru Malta guidelines and protocols;

(continued)

- Procure services relating to the venues and staging in according with Public Procurement Regulations as necessary;
- Maintain an efficient reporting system using Teatru Malta's systems;
- Collaborate on the logistical requirements needed with the marketing department of Teatru Malta, for filming and photography and other digital content of the productions to take place;
- Act as an advocate for the entity and ensure that good relations are kept with all partners and collaborators;
- Liaise with the Production Manager on the inventory, deliveries and stock levels of Teatru Malta's wardrobe and stock;
- Be available and attend meetings as and when requested by the Head of Production and/or a representative of Teatru Malta;
- Other duties as assigned by the Head of Production and General Manager/Artistic Director.

Skills and competencies

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

- Bachelor's qualification at MQF Level 6 related to arts and culture, or relevant work experience, particularly in relation to events' / projects' and budget management of a minimum of 3 years. Qualifications and experience claimed must be supported by certificates and at least two professional testimonials, copies of which should be attached to the application. Original certificates and/or testimonials are to be invariably produced for verification at the interview;
- Knowledge of the local theatre scene as well as cultural and creative sectors;
- Track record of delivering according to deadlines;
- Ability to establish and maintain positive relationships with a variety of collaborators and stakeholders;
- Proficiency in English and Maltese, with excellent oral and written communication skills;
- Excellent listening and interpersonal skills;
- Capable of working both independently and within a team, with an attention to detail;
- An understanding of Government policy as well as incentives and legislation;

Abnormal service conditions

- Ability to work under pressure;
- Hours of work may also be required after normal office hours thus the candidate must be flexible to work on weekends and evenings depending on the needs of the entity.

Contract for service

The selected candidate will be awarded a three (3) year Contract for Service. 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 €28,000.00 (excluding VAT but including any other taxes or charges) per year for an average of 40 hours per week from the office and/or on site as required.

Payment will be processed monthly by Arts Council Malta on receipt of an invoice with a valid VAT number.

↓ **Ma Kuraġġ u Wliedha (2022)**
Photo by Elisa Von Brockdorff



Applications

Applications supported by the necessary documentation, a covering letter, and a detailed Curriculum Vitae are to reach contact@teatrumalta.org.mt by no later than the **19th December 2022**, 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.