



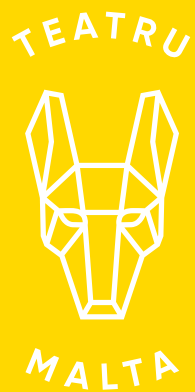
CALL FOR SERVICE

PERSONAL ASSISTANT TO THE AD AND OFFICE RECEPTIONIST

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 **Personal Assistant** for 40 hours a week, to support the Teatru Malta team by organising, and maintaining the day-to-day running of the office and Teatru Malta.

The **Personal Assistant** reports to the Artistic Director & General Manager.

General responsibilities

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

- To support the day-to-day runnings of the office within Teatru Malta as needed by the Artistic Director & General Manager;
- To maintain Teatru Malta's office upkeep and stationary;
- To monitor the Artistic Director & General Manager's email and responding if required;
- To prepare communications on behalf of the Artistic Director & General Manager;
- To act as a rapporteur in meetings;
- To manage the AD's calendar and Teatru Malta's general calendar;
- To coordinate and schedule meeting bookings in direct collaboration with team;
- To oversee and coordinate Teatru Malta telecommunications between shareholders, suppliers, and the team;
- To organise travel and itineraries for the team within government procurement regulations;
- To conduct or prepare any research that the Artistic Director & General Manager may require;
- Other duties as assigned by the Artistic Director & General Manager.

↓ **Laringa Mekkanika (2019)**
Photo by Elisa von Brockdorff



Skills and competences

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

- Relevant work experience, particularly in relation to assisting managers, administration, reception work, and hospitality;
- Computer literacy;
- Verbal and written articulacy in Maltese and English;
- Excellent listening and interpersonal skills;
- Professional discretion;
- Efficiency and a proven track record of delivering according to deadlines;
- Strong organisational skills;
- Extensive knowledge and interest in Malta's cultural and creative sectors;
- Capable of working both independently and within a team, with an attention to detail;
- An understanding of Government policy as well as incentives and the legislation relating to the CCS.

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- Flexible to provide his/her/their services on weekends and evenings, based on mutual agreement with the Artistic Director & General Manager.

Contract

Type of contract:

Service contract for 1 year

Remuneration:

€17,000 (excluding VAT)

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.