



CALL FOR SERVICE

HEAD OF PRODUCTIONS

(MATERNITY COVER)

WITH 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 service provider to serve as a **Head of Productions** for an average of 40 hours a week, to lead the programme of productions within Teatru Malta, its operations and administration.

The Head of Productions reports to the Artistic Director/ General Manager of Teatru Malta and the Director (Corporate Services) at Arts Council Malta.

Duration

The envisaged term is for **one (1) year** starting 15th May 2023, to serve as a maternity cover.

Nomenclatures denoting the male gender include also the female and nonbinary genders.

Duties and Responsibilities

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

- Work closely with the Artistic Director/General Manager of Teatru Malta on the development and production of an artistic programme of theatre events and projects;
- Lead and oversee the programme of the productions of Teatru Malta, including their administration, general operations and the diverse projects and initiatives, managing the responsibilities and tasks for the Teatru Malta team however necessary;
- Liaise with the lead artist/s and/or Artistic Director/General Manager 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 Teatru Malta programme and vision;
- Lead and provide briefs to procurement, finance and legal personnel for the administrative backbone of the respective projects within the programme of Teatru Malta;
- Engage artists, artistic directors, curators, venues, services etc. as necessary, as well as production/administrative staff, as per projects within Teatru Malta as an ACM Initiative;
- 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 Teatru Malta projects;
- Liaise and report to the Artistic Director/General Manager on the progress or issues encountered with the Teatru Malta projects and initiatives;
- Represent and participate on behalf of Teatru Malta as an ACM Initiative in local and international initiatives and collaboration discussions contributing to the development of the programme of productions and of Teatru Malta as the national theatre company;
- Undertaking research as assigned by the Artistic Director/General Manager and providing appropriate recommendations;
- Maintain a good working relationship with all service providers and employees involved in the Council.

Qualifications and Experience Required

Candidates must be in possession of:

- Candidates must be in possession of a recognized and relevant Post graduate Master degree MQF Level 7 in Communications, Business Management, Management, Theatre Studies, Art or in a related subject and/or a minimum of 4 years' experience in management/administration.

AND

- Knowledge of the theatre sector, creative industries and the creative economy, in the wider European/Mediterranean context. Local knowledge would be considered an asset.
- Ability to manage a matrix environment, collaborate across multiple departments and influence all levels within the organisation.
- Ability to establish and maintain positive relationships with a variety of collaborators and stakeholders.
- Ability to communicate effectively with excellent listening and interpersonal skills, preferably in Maltese and English.

- Capable of working both independently and within a team, with an attention to detail.
- Understanding of Government policy as well as incentives and legislation is considered an asset.
- Ability to work under pressure and in a timely manner.

↓ **Il-Fidwa tal-Bdiewa (2022)**
Photo by Max Russ



Contract Conditions

- The selected candidate will be awarded a definite full-time service contract for one year.
- Operating flexibly within 40 hour/week 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. Occasionally, they will be required to work late or on weekends to meet deadlines or due to production necessities.
- The Head of Productions (maternity cover) will answer to the Director / Corporate Affairs of Arts Council Malta when it comes to operations relating to public procurement, finances, budgets, and HR and the Artistic Director/ General Manager of Teatru Malta when it comes to the programming, ethos and vision of this Arts Council Malta initiative.
- Direction, work assignment, clarification, and approvals are issued by the Executive Chairperson at the Arts Council Malta or their representative.

Salary Information

The remuneration is EUR34,800.00 (excluding VAT but including any other taxes or charges) per annum, for one (1) year, for an average of 40 hours per week from the office and/or on site as required. Both figures are excluding VAT but including any other taxes or charges.

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

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 **21st April 2023, noon**, to be interviewed on the 24th and 25th April 2023, throughout the day.

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.

Selected eligible applicants will be asked to sit for a selection interview.