

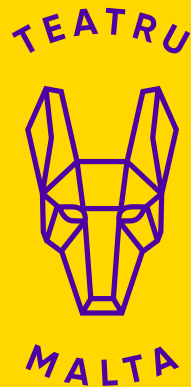


CALL FOR SERVICE

PRODUCTION MANAGER

NAPA

teatrumalta.org.mt



Teatru Malta, operating under the **National Agency for the Performing Arts (NAPA)**, is seeking an experienced and enthusiastic service provider to serve as **Production Manager**.

The selected candidate will support the development and delivery of the artistic programme by coordinating and managing productions within the **Teatru Malta** calendar of events and organising the logistics to deliver this programme.

Position

Production Manager

Location

Teatru Malta, Malta

Contract Duration

September 2024 to September 2025,
with the possibility of a two-year extension
based on performance.

Responsibilities

- Support, coordinate, and manage select productions within the Teatru Malta calendar of events as requested by the Head of Productions.
- Manage the productions, including their budgets, and adhere to all reporting obligations.
- Serve as the direct liaison between Teatru Malta and the production's creative, technical, and logistical team.
- Set clear deadlines and targets for productions, ensuring they are on schedule and operating efficiently.
- Oversee agreements related to the productions in direct liaison with the NAPA legal advisor.
- Coordinate and schedule space bookings in collaboration with the Production Managers.
- Oversee logistics related to the productions, ensuring effective communication with technical and artistic teams.
- Request and manage quotations and direct orders related to the productions in accordance with government procurement regulations.
- Maintain clear and updated records of all quotations and direct orders.
- Coordinate with the marketing department of Teatru Malta on the promotion and documentation of projects.
- Undertake all aspects of project administration, monitor production spending, and handle all quotes, invoices, and contracts.
- Schedule and organize production meetings and post-mortem meetings.
- Liaise with the administration department on production invoicing.
- Manage the electronic platforms storing Teatru Malta's documentation.
- Act as an advocate for the entity and ensure good relations with all partners and collaborators.
- Manage the inventory, deliveries, and stock levels of Teatru Malta's wardrobe and stock.
- Perform other duties as assigned by the Head of Productions and Administration Manager.

↓ Rehearsals for **Il-Fidwa tal-Bdiewa** (2022)



Photo by Max Russ

Requirements

- Bachelor's qualification at MQF Level 6 related to the role.
- 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.
- Ability to work both independently and within a team, with attention to detail.
- Relevant work experience of at least 2 years in events/projects and budget management.
- Understanding of government policy, incentives, and legislation.

Remuneration

€24,000 per year (excluding VAT but including any other taxes or charges) for 40 hours per week, with flexible hours to meet the demands of the position.

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

Application Process

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

The closing date for applications is **August 16, 2024, at noon.**

Eligible applicants will be asked to sit for a selection interview. Original certificates and/or testimonials are to be produced for verification at the interview.

↓ Rehearsals for **Trikki Trakki** (2024)



Photo by Elisa Von Brockdorff