

Call for Assistant Production Coordinator Services

Call for applications to perform duties as Assistant Production Coordinator at the Valletta Cultural Agency (VCA)

Nomenclatures denoting the male gender also include the female gender

The services of an Assistant Production Coordinator are required at the VCA, with an average of 40 hours of service per week.

The successful candidate shall enter into a *Contract for Service* for a period of 36 (thirty-six) months. The service shall be remunerated at €15 (excluding VAT) per hour, with an average of 40 hours per week of required service. The total contract value will not exceed €102,960 (excluding VAT) over three years. Any other taxes or charges shall be borne by the successful candidate.

1. The Valletta Cultural Agency

The VCA is a Government entity that sustains and strengthens the Capital City's vibrant cultural life through the creation of an annual programme of creative events developed in collaboration with artists and other Public Cultural Organisations. A legacy of the Valletta 2018 Foundation, the VCA also upholds standards of excellence in the coordination and organisation of cultural events in the city, while encouraging access and participation by a diverse audience.

2. Services Required

An Assistant Production Coordinator is required to assist the Production Coordinator in taking care of the production of all projects of the Agency in liaison with the Agency's staff successfully, on time and within the budget and according to the rules and regulations of the Agency and of the Government of Malta.

The Assistant Production Coordinator will be required to work as follows:

- From 08:00 hours to 13:45 hours from Monday to Friday excluding Public / National Holidays, during the summer period. The summer period does not include any break however if a minimum 15-minute break is requested by the Service Provider, this shall be deducted from the hours of service rendered by the Service Provider.
- From 08:00 hours to 17:30 hours from Monday to Friday excluding Public / National Holidays, during the winter period. The winter period includes a daily 45-minute break which is deductible from the hours of service rendered by the Service Provider.
- Additional hours of service may be requested by the Valletta Cultural Agency in accordance with the exigencies of work.

Payment shall be affected in accordance with the hours of service rendered (excluding any breaks of temporary absence from the site where the service is being rendered) following the submission of a monthly timesheet outlining the daily hours of service rendered and a detailed fiscal invoice.

The Assistant Production Coordinator will form part of the Programming and Production Department of the VCA and will be working under the supervision of the Head of Programming and Production and the Chief Executive Officer. The main duties of the Assistant Production Coordinator are:

- i. Liaise and assist the Production Coordinator to manage and produce the assigned Projects according to the scope and objectives of each, on time, within the budget set by the Agency, and according to the rules and regulations of the Agency and of Government;
- ii. Stand in for the Production Coordinator during preparatory work, rehearsals and/or events if requested by the Agency in case of absence of the latter;
- iii. Report to the Production Coordinator and Project Manager regularly on the progress or issues encountered with the assigned projects and initiatives;
- iv. Assist the Production Coordinator in gathering the information necessary to formulate production budgets as and when requested, based on their experience in the field;
- v. Coordinate with the Production Coordinator, Project Manager, Artistic Director, Curator and various artists within the assigned projects to support, value and enable traditional cultural community celebrations which are an important part of the social fabric;
- vi. Work with the production, logistical and technical teams within a Project according to the brief given by the Production Coordinator, to provide technical data needed for production of the projects and find solutions for production and realisation;
- vii. Assist the Production Coordinator in keeping track of all expenses made within assigned Projects, and thus maintain a strong link with the Head of Programming & Production and with the Finance Department at the Agency in managing the accounts pertaining to the assigned projects and initiatives;
- viii. Assist the Production Coordinator in devising production timelines, specifications for suppliers to follow, any stage layouts, schedules for festivals, performances, programmes, launches and other events as necessary;
- ix. Identify and book venues as necessary, and within the budget assigned by the Agency;
- x. Source suppliers, service providers, equipment and materials as necessary, in line with Public Procurement Regulations;
- xi. Procure and manage travel and accommodation arrangements for artists performing at events and initiatives, in line with Public Procurement Regulations, and within the budget assigned by the Agency;
- xii. Procure and coordinate the necessary arrangements vis-à-vis insurance, health and safety, security, licensing and other requirements, according to Agency policies;
- xiii. Notify and keep updated relevant stakeholders of each event;
- xiv. Endeavor to follow the Agency's Event Sustainability Policy during the planning, execution and post-project phases of the programme;
- xv. Carry out any other duties that may be assigned by the CEO of the VCA or his / her representative.

The selected Service Provider will work mainly from the Valletta Cultural Agency office and onsite. The Service Provider may request to work offsite depending on the exigencies of work and subject that prior approval is granted by the Head of Programming and Production.

3. Qualifications and Experience Required

Interested applicants must be in possession of the following qualifications and/or certificates:

- Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in a subject related to Management / Social Sciences / the Humanities, plus one (1) year relevant work experience.

or

- Diploma's qualification at MQF Level 5 in a subject related to Events Management / Project Management, plus three (3) years relevant work experience.

Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application or sent separately to the **Head of HR Management** at **Valletta Cultural Agency, Exchange Buildings, Republic Street, Valletta** or by email on hr@vca.gov.mt by not later than the closing date and time.

Original certificates and/or testimonials are to be invariably produced for verification at the interview.

4. Applications

Interested applicants are required to send a motivation letter addressed to the Chief Executive Officer, together with a CV and copies of certificates. These documents are to be sent by email on: hr.vca@vca.gov.mt by not later than noon (Central European Time) of 3rd November 2023. Late applications will not be considered.

Eligible applicants will be asked to sit for an interview which will be conducted by a Selection Board to assess their suitability to carry out the duties mentioned above. The interview may take place over the internet.

The final selection shall be made on technical merit. It will be based on an analysis of the submitted documentation in line with the requirements of this call, and on the outcome of the interview.

Sejha ghal Servizzi ta' Assistent Koordinatur tal-Produzzjoni

Sejha għall-applikazzjonijiet ta' kandidati biex jaqdu dmirijiet bħala Assistent Koordinatur tal-Produzzjoni fl-Aġenzija Kulturali għall-Belt Valletta (VCA)

Nomenklaturi li jindikaw il-ġeneru maskili jinkludu wkoll il-ġeneru femminili

Is-servizzi ta' Assistent Koordinatur tal-Produzzjoni huma meħtieġa fil-VCA, b' medja ta' 40 siegħa ta' servizz fil-ġimgħa.

Il-kandidat li jintgħażel ser jidhol f' Kuntratt għal Servizz għal perjodu ta' 36 (sitta u tletin) xahar. Is-servizz ser jithallas bi €15 (eskluża l-VAT) fis-siegħa, b' medja ta' 40 siegħa fil-ġimgħa ta' servizz meħtieġ. Il-valur totali tal-kuntratt ma jaqbiżx il-€102,960 (eskluża l-VAT) fuq tliet snin. Kwalunkwe taxxi jew hlasijiet ohra għandhom jithallsu mill-kandidat magħżul.

1. L-Aġenzija Kulturali għall-Belt Valletta

Il-VCA hija entità tal-Gvern li ssostni u ssaħħah il-ħajja kulturali vibranti tal-Belt Kapitali permezz tal-ħolqien ta' programm annwali ta' avvenimenti kreattivi żviluppati b' kollaborazzjoni ma' artisti u Organizzazzjonijiet Kulturali Pubbliċi ohra. Legat tal-Fondazzjoni Valletta 2018, il-VCA issostni wkoll standards ta' eċċellenza fil-koordinazzjoni u l-organizzazzjoni ta' avvenimenti kulturali fil-belt, filwaqt li tinkoraġġixxi aċċess u parteċipazzjoni minn udjenza diversa.

2. Servizzi Meħtieġa

Assistent Koordinatur tal-Produzzjoni huwa meħtieġ li jassisti lill-Koordinatur tal-Produzzjoni biex jieħu hsieb il-produzzjoni tal-proġetti kollha tal-Aġenzija flimkien mal-persunal tal-Aġenzija b'suċċess, fil-ħin u skont il-baġit u skont ir-regoli u r-regolamenti tal-Aġenzija u tal-Gvern ta' Malta.

L-Assistent Koordinatur tal-Produzzjoni se jkun meħtieġ jaħdem kif ġej:

- Mit-08:00 sas-13:45 mit-Tnejn sal-Ġimgħa esklużi l-Festi Pubbliċi / Nazzjonali, matul il-perjodu tas-sajf. Il-perjodu tas-sajf ma jinkludi l-ebda pawża iżda jekk tkun mitluba pawża ta' minimu ta' 15-il minuta mill-Fornitur tas-Servizz, din għandha titnaqqas mis-siġhat ta' servizz mogħtija mill-Fornitur tas-Servizz.

- Mit-08:00 sal-17:30 mit-Tnejn sal-Ġimgħa esklużi l-Festi Pubbliċi / Nazzjonali, matul il-perjodu tax-xitwa. Il-perjodu tax-xitwa jinkludi pawża ta' kuljum ta' 45 minuta li tista' titnaqqas mis-siġhat ta' servizz mogħtija mill-Fornitur tas-Servizz.

- Jistgħu jintalbu siġhat addizzjonali ta' servizz mill-Aġenzija Kulturali għall-Belt Valletta skont l-esiġenzi tax-xogħol.

Il-ħlas ser isir skont is-siġhat ta' servizz mogħtija (esklużi kwalunkwe waqfiet jew assenza temporanja mis-sit fejn ikun qed jingħata s-servizz) wara s-sottomissjoni ta' timesheet ta' kull xahar li tiddekrivi s-siġhat ta' servizz ta' kuljum mogħtija u fattura fiskali dettaljata.

L-Assistent Koordinatur tal-Produzzjoni se jiffirma parti mid-Dipartiment tal-Ipprogrammar u l-Produzzjoni tal-VCA u se jkun qed jaħdem taħt is-superviżjoni tal-Kap tal-Ipprogrammar u l-Produzzjoni u l-Uffiċjal Kap Eżekuttiv. Id-dmirijiet ewlenin tal-Assistent Koordinatur tal-Produzzjoni huma li:

- i. Jikkoordina u jassisti lill-Koordinatur tal-Produzzjoni biex jamministra u jipproduċi l-Proġetti assenjati skont l-iskop u l-għanijiet ta' kull wiehed, fil-ħin, fil-baġit stabbilit mill-Aġenzija, u skont ir-regoli u r-regolamenti tal-Aġenzija u tal-Gvern;
- ii. Jissostitwixxi l-Koordinatur tal-Produzzjoni waqt ix-xogħol preparatorju, il-provi u/jew l-avvenimenti jekk mitlub mill-Aġenzija f'każ ta' assenza ta' dan tal-aħħar;
- iii. Jirrapporta lill-Koordinatur tal-Produzzjoni u lill-Maniġer tal-Proġett regolarment dwar il-progress jew kwistjonijiet li jiltaqgħu magħhom mal-proġetti u l-inizjattivi assenjati;
- iv. Jgħin lill-Koordinatur tal-Produzzjoni fil-għbir tal-informazzjoni meħtieġa biex jiġu fformulati baġits tal-produzzjoni kif u meta mitluba, abbażi tal-esperjenza tagħhom fil-qasam;
- v. Jikkoordina mal-Koordinatur tal-Produzzjoni, il-Manager tal-Proġetti, id-Direttur Artistiku, il-Kuratur u diversi artisti fi ħdan il-proġetti assenjati biex isostnu, jagħtu valur u jippermettu ċelebrazzjonijiet tradizzjonali tal-komunità kulturali li huma parti importanti mit-tessut soċjali;
- vi. Jaħdem mat-timijiet tal-produzzjoni, tal-logistika u tekniċi fi ħdan Proġett skont l-istruzzjonijiet mogħtija mill-Koordinatur tal-Produzzjoni, biex jipprovdi d-data teknika meħtieġa għall-produzzjoni tal-proġetti u jsib soluzzjonijiet għall-produzzjoni u r-realizzazzjoni;
- vii. Jgħin lill-Koordinatur tal-Produzzjoni biex iżomm kont tal-ispejjeż kollha li jsiru fi ħdan il-Proġetti assenjati, u b'hekk iżomm rabta soda mal-Kap tal-Ipprogrammar u l-Produzzjoni u mad-Dipartiment tal-Finanzi fl-Aġenzija fil-ġestjoni tal-kontijiet li jappartjenu għall-proġetti u l-inizjattivi assenjati;
- viii. Jgħin lill-Koordinatur tal-Produzzjoni fit-tfassil ta' skedi ta' żmien tal-produzzjoni, speċifikazzjonijiet li għandhom isegwu l-fornituri, kwalunkwe tfassil tal-palk, skedi għal festivals, wirjiet, programmi, tnedijiet u avvenimenti oħra kif meħtieġ;
- ix. Jidentifika u jibbukkja postijiet kif meħtieġ, u skont il-baġit assenjat mill-Aġenzija;
- x. Iforni sorsi, servizzi, tagħmir u materjali kif meħtieġ, f'konformità mar-Regolamenti dwar l-Akkwist Pubbliku;
- xi. Jakkwista u jimmaniġġja l-arranġamenti tal-ivvjagġar u tal-akkomodazzjoni għall-artisti li jwettqu attivitajiet u inizjattivi, skont ir-Regolamenti tal-Akkwist Pubbliku, u skont il-baġit assenjat mill-Aġenzija;
- xii. Jakkwista u jikkoordina l-arranġamenti meħtieġa vis-à-vis assigurazzjoni, saħħa u sigurtà, liċenzjar u rekwiżiti oħra, skont il-politiki tal-Aġenzija;
- xiii. Jinnotifika u jzomm aġġornati lill-partijiet interessati rilevanti dwar kull avveniment;
- xiv. Jistinka biex issegwi l-Politika ta' Sostenibbiltà ta' Avvenimenti tal-Aġenzija matul il-fażijiet tal-ippjanar, l-eżekuzzjoni u wara l-proġett;
- xv. Iwettaq kwalunkwe dmir ieħor li jista' jiġi assenjat mill-Kap Eżekuttiv tal-VCA jew ir-rappreżentant tiegħu/tagħha.

Il-Fornitur tas-Servizz magħżul se jaħdem prinċipalment mill-uffiċċju tal-Aġenzija Kulturali għall-Belt Valletta u fuq il-post. Il-Fornitur tas-Servizz jista' jitlob li jaħdem barra mis-sit skont l-esiġenzi tax-xogħol u suġġett li tingħata approvazzjoni minn qabel mill-Kap tal-Ipprogrammar u l-Produzzjoni.

3. Kwalifiki u Esperjenza Meħtieġa

L-applikanti interessati jridu jkunu fil-pussess tal-kwalifiki u/jew iċ-ċertifikati li ġejjin:

- Kwalifika ta' Bachelor fil-Livell 6 tal-MQF (soġġetta għal minimu ta' 180 kreditu ECTS/ECVET, jew ekwivalenti, fir-rigward ta' programmi li jibdeu minn Ottubru 2003) f'suġġett relatat mal-Management / ix-Xjenzi Soċjali / l-Istudji Umanistiċi, flimkien ma' sena (1) esperjenza ta' xogħol rilevanti.

jew

- Kwalifika ta' Diploma fil-Livell 5 tal-MQF f'suġġett relatat mal-Ġestjoni tal-Avvenimenti / il-Ġestjoni tal-Proġetti, flimkien ma' tliet (3) snin esperjenza ta' xogħol rilevanti.

Il-kwalifiki u l-esperjenza mitluba għandhom ikunu sostnuti minn ċertifikati u/jew testimonjanzi, li kopji tagħhom għandhom ikunu mehmuża mal-applikazzjoni jew mibgħuta separatament lill-**Kap tal-HR Management** fl-indirizz **Valletta Cultural Agency, Exchange Buildings, Triq ir-Repubblika, Il-Belt Valletta** jew permezz ta' email fuq hr@vca.gov.mt sa mhux aktar tard mid-data u l-ħin tal-għeluq.

Iċ-ċertifikati originali u/jew it-testimonjanzi għandhom jiġu prodotti invarjabbilment għall-verifika waqt l-intervista.

4. Applikazzjonijiet

L-applikanti interessati huma mitluba jibagħtu ittra ta' motivazzjoni indirizzata lill- Uffiċċjal Kap Eżekuttiv, flimkien ma' CV u kopji taċ-ċertifikati. Dawn id-dokumenti, għandhom jintbagħtu bl-email fuq: hr.vca@vca.gov.mt sa mhux aktar tard minn nofsinhar (Ħin tal-Ewropa Ċentrali) tat-3 ta' Novembru 2023. Applikazzjonijiet li jaslu tard ma jiġux ikkunsidrati.

L-applikanti eliġibbli se jintalbu jattendu għal intervista, immexxija mill-Bord tal-Għażla biex jevalwa l-idoneità tagħhom biex iwettqu d-dmirijiet imsemmija hawn fuq. L-intervista tista' ssir fuq l-internet.

L-għażla finali ser issir fuq mertu tekniku. Se tkun ibbażata fuq analiżi tad-dokumentazzjoni sottomessa skont ir-rekwiżiti ta' din is-sejha, u fuq ir-riżultat tal-intervista.