

## **Call for Production Coordinator Services**

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

*Nomenclatures denoting the male gender also include the female gender*

The services of a 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 €17.50 (excluding VAT) per hour, with an average of 40 hours per week of required service. The total contract value will not exceed €120,120 (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**

A Production Coordinator is required to take 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 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 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 Production Coordinator are:

- Identifying and booking venues as necessary, applying for permits when relevant, and within the budget assigned by the VCA;
- Planning stage layouts, schedules, timings and performances;
- Making arrangements for artists who are performing at events and initiatives (this may include travel, accommodation and hospitality);
- Notifying and keeping updated relevant stakeholders of each event;
- Coordinating the necessary arrangements vis-à-vis insurance, health and safety, security, licensing and other requirements, according to VCA policies;
- Coordinating with the Head of Programming and Production, reporting regularly on the progress or issues encountered with the assigned projects and initiatives;
- Coordinating the responsibilities and tasks for the team of the production assistants when and where necessary;
- Sourcing of suppliers, service providers, equipment and materials as necessary, in line with Public Procurement Regulations;
- Maintaining a strong link with the Finance Department at the VCA in managing the accounts, budgets and administration pertaining to the assigned projects and initiatives;
- Managing travel and accommodation arrangements for artists, in line with Public Procurement Regulations, and within the budget assigned by the VCA;
- Maintaining a good working relationship with all service providers and employees involved in the VCA;
- 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:

- Master's qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) in a subject related to Management / Social Sciences / the Humanities, plus one (1) year relevant work experience.

*or*

- 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 three (3) years relevant work experience.

*or*

- Diploma's qualification at MQF Level 5 in a subject related to Event Management / Social Sciences / the Humanities, plus five (5) 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](mailto: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](mailto: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 għal Servizzi ta' Koordinatur tal-Produzzjoni**

### **Sejha għall-applikazzjonijiet biex jitwettqu dmirijiet bhala Koordinatur tal-Produzzjoni fl-Aġenzija Kulturali għall-Belt Valletta (VCA)**

*In-nomenklaturi li juru l-ġeneru maskili jinkludu wkoll is-sess femminili*

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

Il-kandidat magħżul għandu jidhol f' *Kuntratt għal Servizz* għal perjodu ta' 36 (sitta u tletin) xahar. Il-ħlas għas-servizz għandu jkun ta' €17.50 (eskluża l-VAT) fis-siegħa, b'medja ta' 40 siegħa fil-ġimgħa ta' servizz meħtieġ. Il-valur totali tal-kuntratt mhux se jaqbeż l-€120,120 (eskluża l-VAT) fuq tliet snin. Kwalunkwe taxxa jew ħlas iehor għandu jithallas mill-kandidat li jintgħażel.

#### **5. L-Aġenzija Kulturali għall-Belt Valletta**

Il-VCA hija entità tal-Gvern li ssostni u ssaħħah il-hajja kulturali vibranti tal-Belt Kapitali permezz tal-ħolqien ta' programm annwali ta' avvenimenti kreattivi żviluppati b'kollaborazzjoni ma' artisti u Organizzazzjonijiet Kulturali Pubbliċi oħra. Bħala l-legat tal-Fondazzjoni Valletta 2018, il-VCA, iżżomm ukoll l-istandards ta' eċċellenza fil-koordinazzjoni u l-organizzazzjoni ta' avvenimenti kulturali fil-belt, filwaqt li tinkoraġġixxi l-aċċess u l-partecipazzjoni minn udjenza diversa.

#### **6. Servizzi Meħtieġa**

Huwa meħtieġ li l-Koordinatur tal-Produzzjoni jiehu ħsieb b'suċċess, il-produzzjoni tal-proġetti kollha tal-Aġenzija f'koordinazzjoni mal-persunal tal-Aġenzija, iwettaq xogħlu fil-hin u mingħajr ma jaqbeż il-baġit u jimxi skont ir-regoli u r-regolamenti tal-Aġenzija u tal-Gvern ta' Malta.

Il-Koordinatur tal-Produzzjoni se jkun meħtieġ jahdem kif ġej:

- Mit-8:00 sas-13:45 siegħa mit-Tnejn sal-Ġimgħa esklużi l-Festi Pubbliċi/Nazzjonali, matul il-perjodu tas-sajf. Il-perjodu tas-sajf ma jinkludi l-ebda pawża jekk madankollu jekk tintalab waqfa ta' 15-il minuta mill-Fornitur tas-Servizz, dan għandu jitnaqqas mis-siġhat ta' servizz mogħtija mill-Fornitur tas-Servizz.
- Mit-8:00 sal-17:30 mit-Tnejn sal-Ġimgħa esklużi Festi Pubbliċi/Nazzjonali, matul il-perjodu tax-xitwa. Il-perjodu tax-xitwa jinkludi pawża ta' 45 minuta kuljum li titnaqqas mis-siġhat ta' servizz mogħtija mill-Fornitur tas-Servizz.
- Jistgħu jintalbu siġhat addizzjonali ta' servizz mill-Aġenzija Kulturali għall-Belt Valletta skont l-esigenzi tax-xogħol.

Il-hlas għandu jiġi affettwat skont is-siġhat ta' servizz mogħtija (bl-esklużjoni ta' kwalunkwe interruzzjoni ta' assenja temporanja mis-sit fejn ikun qed jingħata s-servizz) wara s-sottomissjoni ta' skeda ta' żmien ta' kull xahar li tiddeskrivi s-siġhat ta' kuljum ta' servizz mogħtija u fattura fiskali dettaljata.

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

- Li jidentifika u jibbukkja l-postijiet għall-avvenimenti kif meħtieġ, japplika għall-permessi meta rilevanti, u fi hdan il-baġit assenjat mill-VCA;
- Li jippjana kif għandha tiġi l-istage, l-iskedi, il-hinijiet u l-prestazzjonijiet;
- Li jagħmel arrangamenti għall-artisti li jkunu qed jieħu sehem f'avvenimenti u inizjattivi (dan jista' jinkludi l-ivvjaġġar, l-akkomodazzjoni u l-ospitalità);
- Li jinforma u jzomm aġġornati lill-partijiet ikkonċernati rilevanti ta' kull avveniment;
- Li jikkoordina l-arrangamenti meħtieġa fir-rigward tal-assigurazzjoni, is-saħħa u s-sikurezza, is-sigurtà, il-liċenzjar u rekwiżiti oħra, skont il-politiki tal-VCA;
- Li jikkoordina mal-Kap tal-Ipprogrammar u l-Produzzjoni, jirrapporta regolarment dwar il-progress jew il-kwistjonijiet li jiltaqgħu magħhom mal-proġetti u l-inizjattivi assenjati;
- Li jikkoordina r-responsabbiltajiet u l-kompiti għat-tim tal-assistenti tal-produzzjoni meta u fejn meħtieġ;
- Li jsib fornituri, fornituri ta' servizzi, tagħmir u materjali kif meħtieġ, f'konformità mar-Regolamenti dwar l-Akkwist Pubbliku;
- Li jaħdem id f'id mad-Dipartiment tal-Finanzi tal-VCA f'dak li għandu x'jaqsam ma' manigment tal-kontijiet, tal-baġits u tal-amministrazzjoni li jappartjenu għall-proġetti u l-inizjattivi assenjati;
- Li jieħu hsieb l-arrangamenti għall-ivvjaġġar u l-akkomodazzjoni għall-artisti, f'konformità mar-Regolamenti dwar l-Akkwist Pubbliku, u fi hdan il-baġit assenjat mill-VCA;
- Li jzomm relazzjoni ta' hidma tajba mal-fornituri tas-servizzi u l-impjegati kollha involuti fil-VCA;
- Li jwettaq kwalunkwe dmir ieħor li jista' jiġi assenjat mis-CEO tal-VCA jew mir-rappreżentant tiegħu/tagħha.

Il-Fornitur ta' Servizz magħżul se jaħdem l-aktar 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 soġġett li tingħata approvazzjoni minn qabel mill-Kap tal-Ipprogrammar u l-Produzzjoni.

## 7. Kwalifiki u Esperjenza Meħtieġa

l-applikanti interessati għandu jkollhom il-kwalifiki u/jew iċ-ċertifikati li ġejjin:

- Kwalifika ta' Masters fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 60 kreditu ECTS/ECVET, jew ekwivalenti, fir-rigward ta' programmi li jibdew minn Ottubru 2008) f'suġġett relatat mal-Manigment/ix-Xjenzi Soċjali/l-Istudji Umanistiċi, flimkien ma' sena esperjenza ta' xogħol rilevanti għal sena.

**Jew**

- Kwalifika ta' Baċcellerat fil-Livell 6 tal-MQF (suġġetta għal minimu ta' 180 kreditu ECTS/ECVET, jew ekwivalenti, fir-rigward ta' programmi li jibdew minn Ottubru 2003) f'suġġett relatat mal-

Maniġment/Ix-Xjenzi Soċjali/l-Istudji Umanistiċi, flimkien ma' tliet (3) snin esperjenza ta' xogħol rilevanti.

*jew*

- Kwalifika ta' diploma fil-Livell 5 tal-MQF f'suġġett relatat mal-Maniġment tal-Avvenimenti/Ix-Xjenzi Soċjali/l-Istudji Umanistiċi, flimkien ma' hames (5) snin ta' esperjenza ta' xogħol rilevanti.

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](mailto:hr@vca.gov.mt) by not later than the closing date and time.

Il-kwalifiki u l-esperjenza mitluba għandhom ikunu appoġġjati minn ċertifikati u/jew testimonjanzi, li kopji tagħhom għandhom jiġu mehmuża mal-applikazzjoni jew jintbagħtu separatament lill-Kap tal-Ġestjoni tar-Riżorsi Umani tal-Aġenzija Kulturali tal-Belt Valletta, Bini ta' Skambju, Triq ir-Repubblika, il-Belt Valletta jew b'email fuq [hr@vca.gov.mt](mailto:hr@vca.gov.mt) sa mhux aktar tard mid-data u l-ħin tal-gheluq.

Iċ-ċertifikati oriġinali u/jew it-testimonjanzi għandhom jiġu prodotti b'mod invarjabbli għall-verifika waqt l-intervista.

## 8. Applikazzjonijiet

L-applikanti interessati huma mehtieġa jibagħtu ittra ta' motivazzjoni indirizzata lill-Uffiċjal Kap Eżekuttiv, flimkien ma' CV u kopji taċ-ċertifikati. Dawn id-dokumenti għandhom jintbagħtu b'email fuq: [hr.vca@vca.gov.mt](mailto:hr.vca@vca.gov.mt) sa mhux aktar tard minn nofsinhar (Ħin Ċentrali Ewropew) tat-3 ta' Novembru 2023. Applikazzjonijiet li jaslu tard mhux se jiġu kkunsidrati.

L-applikanti eliġibbli se jintalbu jagħmlu *interview* li se titmexxa minn Bord tal-ghażla sabiex jivvaluta l-adeqwatezza tagħhom biex iwettqu d-dmirijiet imsemmija hawn fuq. L-*interview* tista' ssir fuq l-internet.

L-ghażla finali għandha ssir fuq il-mertu tekniku. Din se tkun ibbażata fuq analiżi tad-dokumentazzjoni ppreżentata, f'konformità mar-rekwiżiti ta' din is-sejha, u fuq l-eżitu tal-intervista.