

Teatru Salesjan

Operations Manager

Full-Time, Indefinite Contract

Introduction:

Teatru Salesjan is excited to announce its grand re-opening after a transformative four-year refurbishment. Our theatre now boasts a modular space, offering endless possibilities for diverse events. As we set the stage for a new era, we're seeking individuals from various backgrounds who have a passion for the arts, a desire to learn, and a commitment to community. Whether you bring a wealth of experience or a burning desire to train and grow with us, Teatru Salesjan welcomes you.

Job Overview:

Searching for an individual with a knack for logistics and a passion for creating memorable experiences. Ensure that behind-the-scenes, everything runs seamlessly at Teatru Salesjan.

Key Responsibilities:

- Organise the operational requirements for all events occurring at Teatru Salesjan.
- Schedule meetings, rehearsals, and ensure clear communication of requirements for all events.
- Liaise with relevant technical personnel in line with the Season Programme's demands.
- Coordinate with maintenance teams as necessary, ensuring the theatre's facilities are always in prime condition.
- Oversee the coordination of interns and service providers, including duty managers and ushers, to ensure top-notch service at all theatre events.
- Ensure that behind-the-scenes operations are streamlined and efficient, enabling the smooth execution of every event and performance.

Desired Qualities and Experiences:

- Background in operations, event coordination, or a related field.
- Problem-solving mindset and a keen attention to detail.
- Willingness to undergo training and adapt to the evolving needs of the theatre.
- Strong team leadership and communication abilities.

At Teatru Salesjan, we believe in the power of diverse experiences and backgrounds. We're committed to fostering an environment of growth, mentorship, and continuous learning. If you're passionate about the arts and eager to be part of our journey, we encourage you to apply.

Email us your CV and an introductory letter on board@tsmalta.com. Call closes on Friday, November 17th 2023.