

# Teatru Salesjan

## Theatre 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:

We're on the lookout for someone with a keen business sense, an organisational mindset, and a love for the arts. Guide the business operations of Teatru Salesjan and ensure its continued success.

### Key Responsibilities:

- Implement the Season Programmes as planned by the Artistic Director.
- Solicit and administer agreements with consultants for artists and/or companies wishing to hire the premises.
- Oversee day-to-day theatre operations and ensure a smooth flow of administrative tasks.
- Develop and manage budgets with the theatre's objectives and constraints in mind.
- Coordinate and communicate with the Theatre Management, providing detailed information on scheduled events.
- Lead marketing initiatives to elevate the theatre's presence and manage online platforms, including the website and social media channels.
- Handle administrative tasks including calls, emails, inquiries, and manage the office's various needs.
- Support in book-keeping, invoicing, the collection of funds, and assist in fund/sponsorship proposal and report writing.
- Attend Management meetings, actively participate, document discussions, and ensure actions are taken in a timely manner.
- Prepare comprehensive reports for the board of directors, offering an up-to-date overview of the theatre's status.

**Desired Qualities and Experiences:**

- Background in business, management, or related sectors.
- Passion for theatre management and its unique challenges.
- Exceptional organisational, communication, and strategic thinking skills.
- Proficient in computer applications and updated with current technology.
- Ability to handle pressure and multitask efficiently.
- Keen attention to detail in task execution.
- Agile problem-solving skills with a readiness for unexpected scenarios.
- Strong negotiation and decisive decision-making abilities.
- Willingness to learn and grow in this position.

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](mailto:board@tsmalta.com). Call closes on Friday, November 17th 2023.