



Call for Administrator

Position Title: Administrator

Type: Service contract on freelance basis

Location: Remote

Reports To: President and Treasurer of the Board

Contract Duration: One-year renewable contract commencing on the 23rd of September 2024. Renewal is subject to availability of funds and performance.

Fee: €19,200 annually, excluding VAT

Role Overview:

The Administrator is responsible for ensuring the smooth and efficient operation of Opening Doors Association (OD) in collaboration with the Artistic Director and the Board. This role involves overseeing the administrative aspects of the organisation's services, which include workshops, classes, and performances, primarily running from October to early July each year.

Key Responsibilities:

1. Administrative Coordination

- Work closely with the Artistic Director to coordinate and monitor the administrative preparations required for OD's projects and collaborations.
- Support the Artistic Director in organising all OD events and co-events, including managing volunteers.

2. PR and Marketing Coordination

- Collaborate with the Artistic Director to prepare and coordinate all materials required for PR and marketing efforts.
- Manage the social media accounts of the organisation.

3. Funding and Financial Management

- Identify potential funding opportunities in collaboration with the Board and assist the Artistic Director in securing funding through application submissions.
- Monitor budgets and process invoices, including payments for artistic leaders and assistants.

4. Documentation and Reporting

- Ensure that all required documentation and reporting are compiled and submitted regularly, in line with the requirements of funders and regulatory authorities.

5. Board Support

- Serve as the Secretary to the Association's Board, responsible for reporting to the Board and preparing meeting minutes.

Working Conditions:

- The Administrator shall work remotely with an OD laptop provided.
- Meetings are occasionally held face-to-face, via online platforms, or over the phone.
- The role is flexible, requiring 25 hours of work per week.

Requirements:

- A minimum 3-year experience in an administrative role.
- Excellent administrative and communication skills.
- Ability to communicate in Maltese and English.
- Knowledge of arts production.
- Experience in the voluntary sector, the arts or disability would be considered an asset.

How to Apply: Interested candidates should submit their CV and a cover letter detailing their relevant experience to openingdoorsmalta@gmail.com by 8th September 2024.

Opening Doors Association is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and service providers.