



### Position Description

|                 |  |                |                    |
|-----------------|--|----------------|--------------------|
| Position Title: | <b>General Handyman</b>                                      | Position Code: | <b>SJC/2016/11</b> |
| Organisation:   | <b>Fondazzjoni Kreattività</b>                               | Grade:         | <b>7</b>           |
| Division:       | <b>Operations</b>  | No. of Posts:  | <b>1</b>           |
| Responsible to: | <b>Operations Manager &amp; Events Technical Coordinator</b> | Type           | <b>Full-time</b>   |

### OVERALL DUTIES AND RESPONSIBILITIES

The General Handyman reports to the Operations Manager and the Events Technical Coordinator and is responsible to provide technical, logistical and creative support in all artistic events before and during their production/exhibition. In the carrying out of one's duties the General Handyman must at all times ensure that decisions that effect, directly or indirectly, other Departments or sections, are taken only after a due process of dialogue to foster team spirit and coordination.

### PARTICULAR RESPONSIBILITIES

- Assist with planning, preparing and delivery quality creative activities within a safe and caring environment.
- Perform a wide range of duties related to exhibitions and events. Check and confirm arrival of pieces for any event/exhibition, unpack and prepare pieces for display
- To provide technical and creative support to all departments within the Fondazzjoni.
- Maintain good relations with all team members, under-taking any reasonable task that they ask. This can include, collecting, lifting or moving artifacts, technical equipment and others.
- Assisting in the mounting of exhibitions and displays at the centre including the creation of frames, dividers and other items necessary for the proper rendition of said displays/exhibitions
- Assisting in the constructing and mounting of theatre sets, and or music events according to the requirements of the producers/set designers of the production
- Assist in the proper maintenance of the centre including responsibility for paintwork on woodwork, iron and walls.
- Filling and plastering works.
- Assist in the carpentry and joinery work.
- Driving and messengerial duties.
- Maintains effective liaison with the other departments to ensure the successful staging of events.

- To do all that is normally and reasonably expected to ensure the smooth and efficient running of the Centre keeping in mind at all times the special and delicate nature of its artistic and cultural mission.

## **OTHER**

Manage or discharge such other responsibilities as may, from time to time, be assigned by the Board, Artistic Directors and Managers.

## **FLEXIBILITY**

Given the nature of the operations at the Fondazzjoni, the incumbent is expected to work from Monday to Friday up to 40hours a week. In order to meet the needs and deadlines required for the success of the artistic and cultural activities, the General Handyman must report to work every day during office hours. There will be times that the incumbent is expected to work late, weekends and public holidays.

## **DRESS CODE**

As decided by Management.

## **GENERAL CONDITIONS**

All employees with the Fondazzjoni are to register their arrival and departure to/from work by means of electronic registration (e.g. palm reading machine) as determined by management.

## **QUALIFICATIONS AND EXPERIENCE REQUIRED**

- At least 2 (two) years works experience in handling carpentering, setting exhibitions, theatre sets and music equipmernt
- Excellent organisational ability
- Ability and confidence to deal with a range of people
- A flexible and practical approach
- Team working skills and the ability to lead and motivate a team
- Physical stamina for organizing and setting up exhibitions, not scared of heights
- Clean police conduct certificate
- Clean driving license category 'B' is an asset.