

DEPT. REF. : EOI 1/2022

## EXPRESSION OF INTEREST FOR THE POSITION OF CULTURAL ORGANISER

Date Published: 19 July 2022

Closing Date: 29 July 2022 at 12:00 hrs CEST

This document is downloadable through [www.ktieb.org.mt](http://www.ktieb.org.mt)

### 1. Background information on the National Book Council

The National Book Council is a public association of publishers and writers that caters for the Maltese book industry with several important services whilst striving to encourage reading and promote the book as a medium of communication in all its formats. It represents writers and publishers in public fora and institutions in order to promote the interests of the book industry's stakeholders, organises the Malta Book Festival and the National Book Prize amongst other national as well as smaller scale events, administers Public Lending Rights, organises several literary contests and is also the local agent for ISBN and ISMN.

The National Book Council's markedly cultural mindset and multimedia approach enables it to work with different partners to achieve its goals. As an entity, it falls under the remit of the Ministry of Education, Sport, Youth, Research and Innovation and has always been considered as part and parcel of the public educational infrastructure.

Subsidiary Legislation 327.580 establishing the National Book Council can be found [here](#).

### 2. Scope, Service and Duration

**2.1** The scope of this EOI is to seek the **full-time services of a Cultural Organiser on a definite contract basis of one year**. The candidate **has to be in possession of a recognized qualification at MQF Level 6**, have excellent command of both Maltese and English, excellent knowledge of Microsoft Office and be a social media user, and have knowledge of the Maltese book industry, publishing and local literature. Preferable work experience in event organisation will be considered as an asset.

**2.2** The place of acceptance of the services shall be the Offices of the National Book Council, Bice Mizzi Vassallo Complex, Arnheim Road, Pembroke.

2.3 The appointment will be for a period of **one (1) year, renewable upon reaching satisfactory performance reviews, on the basis of a 40-hour week.**

### **3. Terms of Reference**

3.1 The assignments must be carried out according to the Terms of Reference of this EOI document.

3.2 Responsibilities:

3.2.1 The role of the Cultural Organiser shall be to: assist in the logistical preparation, organisation and management of all NBC's main events (Malta Book Festival, Campus Book Festival, National Book Prize, participating in foreign fairs), the administration of different funds organized (Malta Book Fund), executing outreach to different organisations, entities and all stakeholders in the publishing world; and assisting the team in daily administrative tasks.

3.3 Remuneration:

3.3.1 A remuneration (basic pay) of €26,000 per annum is being offered.

### **4. Submission of applications**

4.1 Interested persons who are eligible to apply are to indicate their interest by sending an email on [nationalbookcouncil@gov.mt](mailto:nationalbookcouncil@gov.mt), attaching a cover letter and their CV, by not later than **noon of 29 July 2022** indicating the subject and reference of the EOI (**Services of Cultural Organiser - EOI 1/2022**).

4.2 Interest submitted by other means will not be considered.

4.3 Applications which are submitted after closing date and time (i.e late applications) will not be considered and accepted. No liability will be accepted for rejection of late applications or late submission of any missing documents.

### **5. Timetable**

<b>5.1 Event</b>	<b>Date</b>
EOI Date of Issue	<b>19 July 2022</b>
Closing Date for Submission	<b>29 July 2022</b>
Closing Time for Submission	<b>12.00hrs CEST</b>
Start of Interviews	<b>1 August 2022</b>

### **6. Selection and Award Requirements**

6.1 In order to be eligible for this EOI, interested Cultural Organiser applicants must provide evidence that they meet or exceed the criteria described hereunder.

6.1.1 The interested persons **should provide valid certifications.**

6.1.2 Eligible applicants will be requested to attend for an interview to assess their suitability for the role. Candidates will be chosen according to the outcome, qualifications and experience. **Candidates should provide all necessary documentation.**

6.1.3 Eligible applicants will be informed of the result and selected candidate will be required to sign a contract.