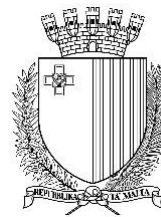


Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isport (MES)
L-impjieg	Part-time Events Coordinator – Other Duties



MINISTERU GĦALL-EDUKAZZJONI U L-ISPORT

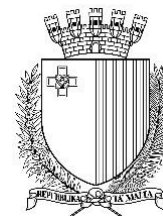
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jippjana, jikkoordina u jevalwa wirjiet, avvenimenti, esibizzjonijiet tax-xogħol tal-istudenti, taħditiet, lekċers, workshops u sessjonijiet ma' artisti mistiedna;
- ii. Jipprenota u jhejji postijiet, galleriji, klassijiet u spazji għall-wirjiet u l-attivitajiet, filwaqt li jikkoordina l-allokazzjoni tagħhom skont l-iskedi rilevanti;
- iii. Jimmaniġġja l-installazzjoni u ż-żarmar tax-xogħlijiet artistici, id-dawl, is-sistemi tal-wiri, it-trasport, it-tagħmir, is-sinjali, il-materjali u l-provvisti;
- iv. Jikkoordina l-promozzjoni tal-avvenimenti permezz ta' posters, stedinet, stqarrijiet għall-istampa, midja soċjali u kampanji ta' reklamar;
- v. Jikkollabora mal-ġhalliema sabiex jiġu stabbiliti modalitajiet standard ta' taġġim u assigurazzjoni rigoruża tal-kwalità;
- vi. Jimmaniġġja l-ordnijiet u d-distribuzzjoni tal-kotba tax-xogħol u l-materjal tal-korsijiet, u jikkoordina t-tnejjijiet għall-auditions u għall-assessjar speċjalizzat tad-dhul;
- vii. Jirrevedi u jivverifika l-applikazzjonijiet tal-istudenti, isegwi ż-żamma tal-istudenti u s-sigħat ta' taġġim, u johloq, iqassam u jawditja r-registri uffiċjali tal-ġhalliema;
- viii. Jikkoordina u jmexxi l-proċessi tal-eżamijiet u tal-assessjar, inklużi l-ġbir, il-kumpilazzjoni u l-pubblikazzjoni uffiċjali tar-riżultati;
- ix. Jappoġġja l-ammissjonijiet, l-induzzjonijiet u l-avvenimenti relatati mal-gradwazzjoni, kif dirett mill-Kap tal-Iskola.

Annex A

Ministry	Ministry for Education and Sport (MES)
Job title	Part-time Events Coordinator – Other Duties



MINISTRY FOR EDUCATION AND SPORT

GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

- i. Planning, coordinating and evaluating exhibitions, events, student showcases, talks, lectures, workshops and visiting-artist sessions;
- ii. Booking and preparing venues, galleries, classrooms and exhibition spaces, while coordinating their allocation in line with relevant timetables;
- iii. Managing the installation and de-installation of artworks, lighting, display systems, transport, equipment, signage, materials and supplies;
- iv. Coordinating event promotion through posters, invitations, press releases, social media and marketing campaigns;
- v. Working with teachers to establish standard learning modalities and rigorous quality assurance;
- vi. Managing the ordering and distribution of workbooks and course materials, and coordinating preparations for auditions and specialised entry assessments;
- vii. Reviewing and vetting student applications, tracking student retention and teacher instructional hours, and creating, distributing and auditing official teachers' registers;
- viii. Coordinating and conducting examination and assessment processes, including the collection, compilation and official publication of results;
- ix. Supporting admissions, inductions and graduation-related events, as directed by the Head of School.