



**Heritage
Malta**

Job Description
Coordinator (Events)

Scope

The role of the coordinator (Events) is to oversee the logistics of all events including the planning, monitoring, and outcome of the events in line with the Agency's marketing strategy.

Main Responsibilities

- To assist in the planning and preparation of the events program in line with Heritage Malta's marketing strategy and the needs of Heritage Malta Sites & Museums. This should be developed in liaison with all stakeholders including but not limited to the Curatorial, Visitors' Services, and Digitisation departments.
 - To assist in the logistics of each event from operational planning to delivery management in liaison with Visitors' Services Principal Officers.
 - To build a database of the different audiences participating in HM events or events they liked on social media in order to turn data into competitive advantage to create stronger line-ups and promotions while preparing for the next similar event/s.
 - To assist in post-mortem for every event in order to evaluate the pros and cons of each event.
 - To initiate projects and tap on opportunities for sustainable development of events, including revenue generation, sponsors, donations, and support schemes.
 - To analyse visitor admission statistics for patterns and trends to target events more effectively.
 - To use of personal car against reimbursement according to Heritage Malta policy.
 - To collaborate with Visitors' Services department in the promotion of Heritage Malta's membership scheme targeting membership retention, and online enrolments while adding value to members, including event organisation and focus groups to improve event concepts.
 - To use information systems provided by the Agency.
 - To ensure proper logistical support and organisation of all kinds of HM events, including cultural events, and third party related events etc.
 - Works in close collaboration with other Heritage Malta professionals.
 - Observes professional ethics.
 - Ensures adherence to policies and approved budgets.
 - Other duties as may be assigned by the Agency.
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Skills and Knowledge

- Good organizational skills
- Problem solving techniques.
- Negotiation & budgeting
- Be passionate.
- Ability to keep calm under pressure and prioritization.
- Networking skills
- Decision-making skills
- Creative thinking

Qualification and experience

Pertinent Diploma (MQF Lv 5) plus 4 years relevant experience

OR

Pertinent Qualification (MQF Lv 6 or higher) plus 2 years relevant experience.