public service

Teatru Manoel

WHO WE ARE

Teatru Manoel – The Theatre is a Public Cultural Organisation funded predominantly by the Government. As Malta's national theatre, Teatru Manoel believes that everyone should have access to the arts, and therefore seeks to present as eclectic an annual programme of high-quality productions and events as possible covering the performing genres of music, drama and dance.

The Theatre also aims to be the major local platform for a wide pool of artists, both local and foreign to develop and freely express their creativity through dialogue with a diverse audience that enables mutual cultural enrichment. The theater produces its own productions, collaborates with other Public Cultural Organisations and third-party producers, and is a receiving house for independent productions.

OUR COMMITMENT TO CLIENTS

Level of service to expect when contacting or visiting our Offices:

- o We will treat you with respect and in a professional manner.
- o We guarantee confidentiality on any information exchange.
- o Our service standards are in line with <u>Directive 4-2</u>, Standards for Service of Excellence offered by the Public Administration to the Public and Public Employees.
- o The list of services offered can be found in the following link: https://teatrumanoel.mt/about-us/

WHAT TO EXPECT WHEN YOU CONTACT US

Provide information which is specific, straightforward, and free of jargon or technical terms. All information will be provided in both Maltese and English. We commit to answer your query within 1 working day, or as per timeframes stipulated in Directive 4-2.

When you contact us by phone

We commit ourselves to answering the phone within 3 rings, in a clear and knowledgeable manner. Staff will identify themselves and treat you with courtesy and respect.

When you visit our Offices

Our Offices are safe, clean and enable accessibility to services for persons with disability. Waiting time will be approximately 15 - 20 minutes under normal circumstances.

CLIENT RESPONSIBILITIES

Clients are expected to: Provide full and correct information. Treat staff with courtesy and respect. Adhere to timeframes and allocated appointments when applicable.

WE VALUE YOUR FEEDBACK

If you would like to submit feedback, suggestions, or complaints kindly:

- o Contact us as per details shown here: https://teatrumanoel.mt/contact-us/
- o Through servizz.gov by calling on 153, or online on *Submit a Complaint*

Your confidentiality will be guaranteed. Expect our feedback within 3 working days

When you contact us by letter or email

We will send an acknowledgment within 1 working day from receipt of your letter or email

Appointments

Replies to requests for appointments will be provided within 1 working day, with the appointment date being set within 3 working days from the date of request. However, appointments may be dependent on department waiting lists and urgent requests, which may take priority.

HOW TO CONTACT US

- o Teatru Manoel, Old Theatre Street, Valletta, VLT 1426, Malta
- o Monday to Friday: 08:00 16:30hrs; Weekends, & Public Holidays: Closed
- o https://teatrumanoel.mt
- o Contact us: info@teatrumanoel.mt -+356 2122 2618, 2122 4515, 2122 2347
- o Through Social Media:







