

## Culture

### Regional Directorate of Culture of the Center

#### Notice no. 10210/2020

#### **International selection for the position of intermediate management of 2<sup>nd</sup> Degree as director of the José Malhoa Museum, of Cerâmica Museum and Dr. Joaquim Manso Museum.**

1. In accordance with provisions of articles 13 and 14 of the legal Framework for Autonomous Management of Museums, Monuments and Palaces, approved by Decree-Law no. 78/2019 of 5 June, in conjunction with article 1, clause 3, of Ordinance n.º 227/2012, of 24 July, as amended and republished by Ordinance n.º 262/2019 of 26 August, notice is hereby given, by order of Regional Director of Culture of the Center, of the opening, for a period of 30 working days, from date of publication referred to in clause 2 of this notice, of an international selection procedure for admission, under service commission, for a period of three years, to the position of intermediate management of the 2<sup>nd</sup> degree, as Director of the José Malhoa Museum that including the Cerâmica Museum and the Dr. Joaquim Manso Museum, as provided for in the personnel map of Regional Directorate for Culture of the Center.
2. The recruitment procedure will also be published on the 3<sup>rd</sup> working day following the date of this publication, in the Public Employment Pool ([www.bep.gov.pt](http://www.bep.gov.pt)), on the DRCC's website, in Portuguese and English, as well as in national and international media.

The reference date for counting the deadlines for the submission of applications is the date of publication in this notice in the *Diário da República*.

#### 3. Functional content:

It is responsibility of the Director to ensure the exercise of the powers defined in Article 12 of the aforementioned Legal Framework for Autonomous Management of Museums, Monuments and Palaces, as well as in Article 8 (1) of the Management Personnel Regulations, approved by Law no. 2/2004 of 15 January, amended and republished by Law no. 64/2011 of 22 December.

#### 4. Monthly remuneration:

EUR 2.621,68 plus a surcharge for representation expenses amounting to EUR 195,37, according to the remuneration status of Public Administration Management personnel.

#### 5. Estimated Total budget of Organic unit: EUR 461.500.

In accordance with article 14(2)(g) of the Legal Framework for Autonomy of Museums the estimated programming budget for the programme will be EUR 30.000.

6. Requirements for admission: In accordance with the terms defined in article 13 of Legal Framework for Autonomous Management of Museums, Monuments and Palaces, candidates are required to have a university degree, they may be recruited from within or outsider the Public Administration, hold a Portuguese or other nationality, possess specific qualifications and technical competencies in museum studies or heritage-related areas found adequate for the performance of duties in the organic unit for which they are applying, as well as an aptitude for running, coordinating and managing.

7. Profile required:

- a) Fluency in spoken and written Portuguese
- b) Postgraduate training in the disciplinary areas of museology, Heritage, and Conservation and Restoration;
- c) Proven expertise in areas related to the specific organic unit;
- d) Technical aptitude and professional experience in running, coordinating and managing, preferably cultural equipment;
- e) High motivation and commitment to the public service during the term of office;
- f) Critical appraisal, leadership and innovation skills;
- g) Planning and organisational capacity;
- h) Ability to motivate and coordinate teams;
- i) Knowledge of the structure of Public Administration, of legislation applied to cultural heritage and of contemporary cultural policies and challenges.

8. Composition of the Selection and Evaluation Board:

President: Suzana Maria Peres de Menezes, Regional Director of Culture of the Center,

Effective members:

1<sup>st</sup> João Ribeiro da Silva, Head of the Promotion and Cultural Promotion Division, of the Regional Directorate for Culture of the North.

2<sup>nd</sup> João Neto, President of the Portuguese Association of Museology

3<sup>rd</sup> Maria de Lurdes dos Anjos Craverio, Professor at the Faculty of Arts of the University of Coimbra

4<sup>th</sup> Maria Luísa Pires do Rio Carmo Trindade, Professor at the Faculty of Arts of the University of Coimbra

Alternate members:

5<sup>th</sup> Cátia Marisa Gonçalves Marques, Director of Cultural Property Services at DRCC

6<sup>th</sup> Amândio Felício, Director of the Museum of the Abade do Baçal;

7<sup>th</sup> Pedro Inácio, Vice-presidente of APOM

8<sup>th</sup> Joana Rita da Costa Brites, Professor at the Faculty of Arts of the University of Coimbra

9<sup>th</sup> Maria Teresa de Almeida Martins Baptista, Advisor of the Vice-Rector with the area of open culture and science on Coimbra University.

9. Selection and Evaluation criteria:

Selection criteria will be based on Curriculum Vitae, the Project Proposal that the candidate aims to implement in the organic unit, and a Professional Interview open to public. The final result of each candidate will be expressed on a scale of 0 to 20, rounded to the nearest hundred, to be obtained by weighted average according to the following formula:

$Cf = \text{Curricular Assessment (25\%)} + \text{Project/Cultural/ Artistic Approach including the motivation letter for performing the job (55\%)} + \text{Professional Interview (20\%)}$

The following criteria will apply for the parameters and their weightings to be considered in each selection method:

- i) Curriculum evaluation- 25 %
  - Academic qualification – 40 %
  - Vocational training – 15 %
  - Professional experience – 45 %
- ii) Cultural/Artistic Project/Approach – 55 %

Taking into account the point 5, regarding to the estimated budget of Organic Unit with indicated amounts on point 5 of the present notice, and the following sub criteria:

1. 15 % Motivation letter:

It should provide information on how the cultural facility will be run and how it will be positioned in the cultural/artistic/patrimonial context at a local, national, and international level. It should also include future trends and factors of change

2. 30 % Cultural programming:

- a. Brief description of the mission and the strategic objectives of cultural facility for which the candidate is applying, demonstrating the identity of the equipment.
- b. Development programme for cultural facility according to the global organisation of the Regional Directorate of Culture of the Center (DRCC) and in line with its mission.
- c. Presentation of the cultural programme according to the specificity of the facility for which the candidate is applying, addressing in particular: permanent, temporary and itinerant exhibitions designating, where necessary, the curators; presentation of multidisciplinary and cross-sectional cultural/artistic/patrimonial proposals in liaison with other cultural facilities of the DRCC.
- d. Development of cultural mediation strategy linked to an educational service strategy, highlighting and enhancing the heritage value of the cultural facility. This will be done by providing a differentiated offer that will meet the needs of various visitors, leading to a greater involvement and active participation of new audiences: vulnerable groups, migrant population, and minorities. To increase a continued relationship with the community, including both schools and associations. To present innovative models of cultural mediation, which stimulate new experiences and projects by using new technologies.
- e. Drawing up a communication plan that will include cultural programming and cultural facility identity, in liaison with the wider communication plan of the DRCC.

3. 30 % Cultural Heritage Management:

Presentation of collections management Policy – mobile cultural heritage- taking into account compliance with the museum roles set out in Article 7 of the Portuguese Museum framework Law (Law no. 47/2004, of 19 August): study and research; incorporation; inventory and documentation; conservation; safety; interpretation and exposure; education, as well as a accessibility and inclusion, and digital transformation.

4. 25 % Management of Museums, Monuments and Palaces

- a) Proposal for management tools to promote the economic, financial, and social sustainability of the cultural facility, identifying the operational resources, the required resources, and the relevant actors.
  - b) Identification of national and international human resource needs and training programmes for cultural heritage professionals, particularly in areas related to digital, social, and economic transformations.
  - c) Definition of funding strategies available from public, national, European, and international funds.
  - d) Indication of measures to increase participation in networks and partnerships, including public and private entities, enabling the development of knowledge, scientific research as well as safeguarding and disseminating the collections.
  - e) To stimulate networking, strengthen and expand partnerships and joint projects, disseminate knowledge and good practices of cooperation and communication between entities, with a view to promoting and enhancing the visibility of cultural equipment and attracting cultural patronage through the development of activities promoting Cultural Heritage brand na Cultural Tourism.
- iii) Professional interview open to public – 20 %

The interview consists of presentation and discussion of the project/cultural and artistic approach where the following competencies will be evaluated:

- Empathy
- Ability to anticipate consequences
- Adaptability
- Motivation and organization capacity
- leadership
- Ability to communicate

#### 10. Submission of applications:

- 10.1. Applications should be addressed, preferably, to the president of selection board on the following email: [dgfrh@drcc.gov.pt](mailto:dgfrh@drcc.gov.pt);
- 10.2. Applications may also be submitted to the President of the selection board by registered postal mail, with acknowledgement of receipt, until the deadline set in paragraph 1 of this notice. They should be addressed to the Regional Directorate of culture of the Center, located at Rua Olímpio Nicolau Rui Fernandes, 3000-303 Coimbra, or delivered personally

to the Expedient Service, at the address indicated, within its working hours (9h00 to 12h30 and 14h00 to 17h30).

10.3. Applications must include the reference identification of this Notice, the full name of applicant, the number and date of expiry of his/her civil identification card, date of birth, nationality, residence and postal code, telephone contact, and e-mail address, and must be accompanied, subject to exclusion or non-validity for assessment, by the following elements:

- i) Detailed curriculum vitae, dated and signed, with reference to current and past professional experience, dates of employment as well as professional training relevant to the position aspired, reference to the courses and vocational training completed, as well as others elements considered relevant for curriculum assessment;
- ii) Legible copy of the certificate of academic qualifications;
- iii) A legible copy of the supporting documents of completed vocational training, indicating the entity that promoted them, the period during which they took place and their duration;
- iv) A legible copy of any other document which the applicant considers relevant to assessment of his/her career;
- v) Project /Cultural and Artistic Approach including the sub criteria provided for in (ii) of point 9 of this Notice.

10.4 The selection board is entitled, in case of doubt about the situation described, to request from any candidate authentic or authenticated documents proving their declarations.

10.5 Candidates may submit the application documents in Portuguese or English, albeit the President of the selection board may request a translation into Portuguese, if justified.

11. Notification of candidates: Notification of candidates shall be made preferably to the e-mail address indicated in the application. Candidates will be notified of the outcome of selection procedure, and there will be no hearing of the interested parties, as set out in Article 21(13) of Law no. 2/2004 of 15 January, as amended by Law no. 64/2011, of 22 December.

12. Applicable legislation: Legal Framework fo Autonomous Management of Museums, Monuments and Palaces, approved by Decree-law no. 78/2019 of June 5; Statute of Management Personnel of Services and Entities of Central, Regional and Local State Government, approved by Law no. 2/2004 of January 15, amended by Laws no. 51/2005, of August 30, low no.64-A/2008, of 31 December, 3-B/2010, of 28 April, and 64/2011, of

December; Decree-Law no. 114/2012 of 25 May, approving the organizational structure of the Regional Directorate of Culture, changed and republished by Ordinance n.º 227/2012, of 24 July, as amended and republished by Ordinance n.º 262/2019 of 26 August.

In everything not expressly provided for in this Notice, the selection procedure will be governed by the updated provisions of the General Law of Employment Civil Service, approved as an annex to Law no.º 35/2014, of 20 June, by the Constitution of the Portuguese Republic and by Code of Administrative Procedure.

13. In compliance with Article 9 (h) of the Constitutions of the Portuguese Republic, the Public Administration, as an employer, actively promotes a policy of equal opportunities between men and women in access to employment and career progression, providing scrupulously to avoid any form of discrimination.

14. Any false statements made by candidates will be punished in accordance with the law.

2 July 2020- The Regional Director of Culture of the Center, Doutora Suzana Maria Peres de Menezes.