

CULTURE

Northern Portugal Regional Directorate for Culture

Notice

International selection procedure for 2nd degree intermediate management positions – Museum Director - Abade de Baçal Museum, and Domus Municipalis, Bragança.

1 – In accordance with the 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 no. 223/2012, of 24 July, as amended and republished by Ordinance no. 263/2019 of 26 August, notice is hereby given, by order of the Northern Portugal Regional Director for Culture from the 15 february 2023, after annulment of the corresponding procedure by order of the Secretary of State for Culture, on February 13, 2023, of the opening, for a period of 30 working days, from the date of the publication referred to in clause 2 of this notice, of an international selection procedure for admission, under a service commission, for a period of three years, to the position of intermediate management of the 2nd degree, as Director of Abade de Baçal Museum, and Domus Municipalis, Bragança.

2 – The recruitment procedure will also be published on the 3rd working day following the date of this publication, in the Public Employment Pool (www.bep.gov.pt), on the DRCN's website (www.culturanorte.gov.pt), in Portuguese and English, as well as in national and international media.

Applications must be submitted 30 working days after publication of the present notice in Diário da República - Official Gazette Portugal.

3 – Functional content:

It is the 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:

2.698,19€, plus a surcharge for representation expenses amounting to 201,07€, according to the remuneration status of Public Administration management personnel.

5 – Estimated budget for each organic unit:

In accordance with article 14 (2) (g) of the Legal Framework for Autonomy of Museums the budget for cultural programming will be 55.000,00 €

6 – Requirements for admission:

In accordance with the terms defined in article 13 of the 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 outside 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 coordinating and managing.

7 – Profile:

- a) Fluency in spoken and written Portuguese;*
- b) Postgraduate training in the disciplinary areas relevant for the position;*
- c) Proven expertise in areas related to the activities developed in the organic unit;*
- d) Technical aptitude and professional experience in coordinating and managing, preferably in cultural institutions;*
- e) High motivation and commitment to the public service during the term of the service commission;*
- f) Critical appraisal, leadership and innovation skills;*
- g) Planning and organisational abilities;*
- h) Ability to motivate and coordinate teams;*
- i) Knowledge of the structure of Public Administration, of the legislation applied to cultural heritage and of contemporary cultural policies and challenges.*

8 – Composition of the Selection and Evaluation Board

President: Professor Laura Lucinda de Oliveira Castro – Northern Portugal Regional Director for Culture.

Effective members:

1st Dr. José Luís Prada – Secretary General of Rei Afonso Henriques Foundation, Zamora;
2nd Maria de Jesus Monge – International Council of Museums – ICOM Portugal;
3rd Professor Alice Semedo – Assistant Professor at Faculdade de Letras da Universidade do Porto;
4th Professor Xerardo Pereira – Associate Professor at Universidade de Trás-os-Montes e Alto Douro;

Alternate members:

1st Dr. David José da Silva Ferreira – Cultural Heritage Services Director of Northern Portugal Regional Directorate for Culture
2nd Carla Lobão – Rei Afonso Henriques Foundation, Zamora;
3rd Maria José Santos – International Council of Museums – ICOM Portugal;
4th Professor Andreia Arezes – Assistant Professor at Faculdade de Letras da Universidade do Porto;
5th Professor Octávio Sacramento – Assistant Professor at Universidade de Trás-os-Montes e Alto Douro.

9 – Selection and evaluation criteria:

Selection criteria will be based on Curriculum Evaluation, a Project Proposal that the candidate aims to implement in the organic unit, and a professional public Interview. The final score of each application will range from 0 to 20, rounded to the second decimal place, and obtained by weighted average according to the following formula:

CF = Curricular Assessment (25 %) + Project/Cultural/Artistic Approach including the motivation letter for performing the job (50 %) + Professional Interview (25 %). The following criteria will apply to 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 – 50 %

Based on point 5, i.e. the estimated total budget for each organic unit and on the with the percentage indicated at the same point, the following sub-criteria will apply:

a) 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.

b) 30 % Cultural programming:

b1) Brief description of the mission and the strategic objectives of the cultural facility for which the candidate is applying, demonstrating the identity of that equipment.

b2) Development programme for the cultural facility according to the global organisation of the Northern Portugal Regional Directorate for Culture (DRCN) and in line with its mission.

b3) 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 and partners; presentation of multidisciplinary and cross-sectional cultural/artistic/patrimonial proposals in liaison with other cultural facilities of the DRCN.

b4) Development of a 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.

b 5) Drawing up a communication plan that will include cultural programming and cultural facility identity, in liaison with the communication strategies of DRCN.

c) 30 % Cultural Heritage Management

c1) Presentation of a collections management project – mobile cultural heritage – taking into account compliance with the museum roles set out in Article 7 of the Portuguese Museums Framework Law (Law No. 47/2004, of 19 August): study and research; incorporation; inventory and documentation; conservation; safety; interpretation and exhibition; education, as well as accessibility and inclusion, and digital transformation.

c2) Proposal for a management strategy for the built heritage – built and integrated cultural heritage – considering the provisions of the Basic Law of Cultural Heritage (Law No. 107/2001 of 8 September). This should include measures to ensure study and research; inventory and documentation; conservation, restoration, and safeguarding; safety; dynamization, interpretation, and dissemination; education as well as accessibility and inclusion, and digital transformation.

d) 25 % Management of Museums, Monuments and Palaces

d1) 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.

d2) 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.

d3) Definition of funding strategies available from public, national, European, and international funds.

d4) Indication of measures to increase participation in networks and partnerships, including public and private entities, enabling the development of joint projects and the development of knowledge, scientific research as well as safeguarding and disseminating the collections.

d5) To stimulate networking, 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 the Cultural Heritage brand and Cultural Tourism.

iii) Professional interview open to public – 25 %

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

- Empathy and Motivation
- Ability to anticipate situations
- Adaptability
- Organisation and leadership
- Critical appraisal
- Ability to communicate.

10 – Submission of applications:

10.1 – Applications should be addressed to the president of the selection board on the following e-mail: concurso.diretores.museus@culturanorte.gov.pt

10.2 – Applications must include the reference identification of this Notice, the full name of the applicant, the number and date of expiry of 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 degrees and vocational training completed, as well as other 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 the 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.

10.3 – No submission of the supporting documents of legal provision requirements, as well as those indispensable to carry out the candidate assessment, also determines the exclusion of the selection procedure.

10.4 – No submission of the other documents determines no valuation, for evaluation purposes, of facts or situations which should be proven, except in the case of mere irregularity or when it is to admit that its non-presentation is due to non-imputable causes or to the candidate's fraud or negligence. In this case, the selection board may, on its initiative or at request of the person concerned, grant an additional period for the submission of documents.

10.5 – 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.

10.6 – 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 to the e-mail address indicated in the application. Candidates will be notified of the outcome of the 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 for Autonomous Management of Museums, Monuments and Palaces, approved by Decree-Law no. 78/2019 of June 5; Statute of Management Personnel of the Services and Entities of the Central, Regional and Local State Government, approved by Law no. 2/2004 of January 15, amended by Laws no. 51/2005, of August 30, 64-A/2008, of 31 December, 3-B/2010,

of 28 April, and 64/2011, of 22 December; Decree-Law no. 114/2012 of 25 May, approving the organizational structure of Northern Portugal Regional Directorate for Culture; Ordinance no. 227/2012 of 3 August, approving the nuclear structure of the Regional Directorates for Culture, amended and republished by Ordinance no. 262/2019, of 26 August, Ordinance no 373/2007 of 30 March, cultural heritage management department and Ordinance no 829/2009 of 24 August, approving allocation of properties to Regional Directorates for Culture.

In everything not expressly provided for in this Notice, the selection procedure will be governed
In everything not expressly provided for in this Notice, the selection procedure will be governed by the updated provisions of the General Law on Employment in Civil Service (*Lei Geral do Trabalho em Funções Públicas*), approved as an annex to Law no. 35/2014, of 20 June, by the Constitution of the Portuguese Republic and by the Code of Administrative Procedure.

13 – In compliance with Article 9(h) of the Constitution of the Portuguese Republic, the Public Administration, as an employer, actively promotes a policy of equal opportunities in gender access to employment and career progression, avoiding any form of discrimination.

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

22 february 2023, The Northern Portugal Regional Director for Culture, Laura Lucinda de Oliveira Castro