

## **Matera 2019- European Capital of Culture**

### **Call for the selection of the Cultural Manager**

**Deadline:** 31 October 2016

#### **Whereas**

- the City of Matera has been designated as the European Capital of Culture for 2019, along with the City of Plovdiv in Bulgaria;
- the *Matera – Basilicata 2019 Participatory Foundation* (henceforth referred to as the "Foundation") was established in September of 2014, as the Institution responsible for implementing the cultural program described in the "Open Future" bid book, with which Matera won the title of European Capital of Culture (<http://matera-basilicata2019.it/en/mt2019/matera-2019-book.html> )
- an Organizational Area responsible for coordinating and producing the projects of Matera 2019 cultural program is included in the Foundation's Governance and organizational structure, and is headed by the "Cultural Manager";
- the Decision adopted by of the Foundation's Board of Directors on 18 July 2016 acknowledged the need to appoint a Cultural Manager for the Foundation and granted the Foundation's General Director a mandate to make the necessary arrangements for the recruitment of this Manager;

#### **THE MATERA-BASILICATA 2019 FOUNDATION**

#### **ANNOUNCES**

that an open call has been launched for the selection of the Cultural Manager for the Matera-Basilicata 2019 Foundation.

#### **1. DUTIES OF THE CULTURAL MANAGER**

The Cultural Manager is responsible for the coordination, production and supervision the projects of Matera 2019 cultural programme as described in the bid book.

In particular, on the basis of the annual objectives set by the General Director and in close collaboration with the Development Manager, the Cultural Manager implements, coordinates and

supervises the projects of Matera 2019 cultural programme, with reference both to the projects run directly by the Foundation and to the co-production projects.

He/she will carry out the following tasks:

- ✓ coordinating the development and implementation of the Matera 2019 cultural programme's projects under the artistic direction of the Cultural Advisory Board, which will consist of experts with thematic or multidisciplinary skills, who will dialogue with the Cultural Manager in order to define the content of the projects and events themselves;
- ✓ ensuring high cultural quality standards on a European-wide level for all the projects;
- ✓ implementing, in agreement with the Development Manager, the *capacity building* programme and the *audience engagement* strategy, in close connection with the "cultural citizenship" approach, which plays a central role in the Matera 2019 bid book;
- ✓ managing the relationships with artists and institutions, as well as the relevant contractual agreements in collaboration with the Administrative and Financial Manager;
- ✓ managing all the exchange and incoming/outgoing mobility programmes linked to the organization of artistic residencies;
- ✓ ensuring the preparation of the plans and schedules for the activities and their locations, and overseeing their updates;
- ✓ preparing the budgets for the various events and projects, and assisting in the preparation of the co-production budgets;
- ✓ monitoring the calendars, the production budgets, and the activity planning;
- ✓ playing a *mentoring* role by attributing greater value to the regional creative community and by facilitating the European co-creation and co-production processes.

The Cultural Manager will respond to the General Director. He/she will work in close collaboration with the Development Manager and the Administrative-Financial Manager, and will be supported by a project team.

In implementing the cultural program, the Cultural Manager must adopt the Matera 2019 approach, which places great emphasis upon:

- European co-productions, even aimed at promoting the active involvement and the international connections of the local communities;
- interdisciplinarity, by promoting collaborations between the various cultural and creative disciplines, including the arts and sciences;
- project sustainability, with emphasis upon the distribution-related aspects of the cultural products;
- the involvement and inclusion of the citizens

The would-be candidates must read the Matera 2019 bid book before submitting the application.

## 2. PARTICIPATION REQUIREMENTS

### A) General requirements:

The participant must:

1. be in possession of all civil and political rights;
2. not be subject to any definitive or any pending procedures that prevent from establishing or maintaining employment relationships with the Public Administration;
3. not be subject to any prohibitions, pursuant to the current legislation, to enter into contracts with the Public Administration;
4. not be the spouse/cohabiting partner or relative within the second degree of any of the Foundation's employees or any of the subjects holding positions of responsibility, control or administration within the Foundation itself.

### B) Professional requirements:

5. A Master's degree;
6. at least five years of proven experience and responsibility (above all in the international arena) in organizing complex projects and events, in the cultural and creative domains;
7. very good knowledge of the English and Italian languages.

The requirements must be met by the participants under penalty of exclusion at the submission deadline.

Except for English and Italian language requirements, which shall be verified during the interview, the participation requirements will be assessed based on the statements provided in the Application (prepared in accordance with the model provided in Annex A this Notice), which shall be considered as personal sworn statements pursuant to Italian Presidential Decree no. 445 of 28 December 2000, as amended.

In accordance with the current legislation, the Foundation reserves the right to verify the statements provided, the information contained in the participant's *curriculum vitae* as well as the actual fulfilment of the necessary requirements.

## 3. APPLICATION SUBMISSION

In order to participate in this selection process, the interested experts must submit:

- a) An **Application** duly drafted and signed by the participant according to the model provided in Annex A this Notice. The Application must contain all the statements and information required by the model provided in Annex A;
- b) A ***curriculum vitae***, dated and signed by the participant; the *curriculum* must clearly show that the participant has met the professional experience requirements **and must enclose Names and Details of 2 professional references** who will be contacted if the candidate is selected for the interview;
- c) A **motivation letter** (maximum 2 standard pages) presenting the participant's reasons for applying to this call;

d) A copy of a valid identity document of the participant.

Upon penalty of exclusion, the above documents must be received by regular email by 11:00 p.m. of 31 October 2016, at the following address:

**bandi@matera-basilicata2019.it**

In the subject of the correspondence please quote "*Call for the selection of a Cultural Manager.*"

The date and time that the message was received will be used to verify compliance with the mandatory submission deadline.

The Foundation will send an automatic email confirmation in response to all the applications sent by regular email and received by the deadline.

The application is submitted at the sender's own risk. The Matera-Basilicata 2019 Foundation shall bear no responsibility for any failure to receive the applications by the deadline required to participate in the selection process to which this Notice refers, as a result of incorrect contact information provided by the candidate, email routing errors, causes attributable to third parties, unforeseeable circumstances, or force majeure.

#### **4. CAUSES FOR EXCLUSION**

The following constitute grounds for the participant's exclusion from the selection process:

- a) failure to meet the participation requirements referred to under art. 2 of this call;
- b) receipt of the application after the deadline;
- c) failure to submit the application in accordance with the submission methods indicated under art. 3 of this call;
- d) absence of the Application;
- e) absence of the *curriculum vitae* **and** names and details of 2 professional references;
- f) absence of the motivation letter;
- g) absolute uncertainty regarding the Application's origins or content.

The subjects whose applications have been excluded from the selection process will be notified of the reasons for their exclusion.

#### **5. SELECTION PROCESS AND EVALUATION ELEMENTS**

The selection process will be carried out by a Committee consisting of the Foundation's General Director, a representative of the University of Basilicata, and an expert on international cultural projects.

The selection will be made based on the *curriculum vitae*, the motivation letter, an interview and professional references.

The assessment of the eligible applications will be divided as such:

##### **1) Evaluation of the curricula vitae and the motivation letter.**

During this phase, the committee can award each candidate a maximum score of 60 points.

Only the candidates who have obtained a total score of minimum 45 points will be admitted to the interview with a notice indicating the date of the interview and the score obtained. The interviews will

be conducted at the Foundation's headquarters in Matera, or via Skype, based on the indications provided by the candidate.

Failure to attend the interview shall constitute a waiver to the selection process.

The candidates who have not been admitted to the interview will be notified of their exclusion.

## **2) Evaluation based on the interview.**

During this phase, the committee can award each candidate a total score of maximum 40 points.

The interview, also on the basis of the references given by the contact persons indicated by the candidate, is aimed at gaining a better understanding of the experiences indicated in the *curriculum vitae*, as well as verifying the candidate's characteristics and reasons for participating.

**The interview will also be used to ascertain the candidate's very good knowledge of the English and Italian languages.**

### **EVALUATION ELEMENTS**

The scoring will be based on the following elements:

- Proven experience and level of responsibility in the development, production and management of international cultural projects similar to those covered by the Matera 2019 programme.
- Quality of the programmes, projects and events produced, especially with regard to their level of complexity and international importance
- Proven expertise and experience in managing international cultural networks and contractual agreements with artists
- Proven experience and ability in the field of international cultural co-productions, with the active involvement of communities and local artists
- Proven expertise in the complex planning of activities, the preparation and management of production budgets, and schedule monitoring
- Experience with *mentoring*, the facilitation of co-creation processes, and community involvement
- Motivational elements, even in relation to the rationale and approach of the Matera 2019 project
- Very good knowledge of Italian and English, and knowledge of other languages
- Communication skills and ability to work creatively with a team
- Knowledge of digital tools (including web platforms and social media) and the ability to get the most out of them for cultural mediation and project management purposes

Once the interviews have been completed, the Committee will prepare the candidate ranking based on the total scores obtained for the *curricula* and the interviews.

In case two or more candidates obtain the same highest score, a second round of interviews will be carried out. As a result, the committee will identify the winner and the ranking of the other candidates called for the second interview.

The general candidate ranking will be approved by the Foundation's General Director.

The candidates' positions in the general ranking may change in the event of any cancellations or withdrawals, or if the contract is terminated.

The winner of the selection process will be posted on the Foundation's website

[www.matera-basilicata2019.it](http://www.matera-basilicata2019.it).

All candidates admitted to the interview process will be notified of the outcome of the selection process.

The Matera-Basilicata 2019 Foundation reserves the right not to appoint a Cultural Manager if none of the candidates meet the necessary criteria.

The Matera-Basilicata 2019 Foundation will adopt an equal opportunity policy in order to exclude any form of discrimination based on gender, ethnicity, religion, creed, disability, age, or sexual orientation.

## **6. CONTRACTUAL INFORMATION**

The winner of the selection process will be offered an assignment which will start by the end of 2016 until 31 March 2020. The place of employment will be in Matera. The assignment will require a full-time work commitment. A part-time job until March 2017 could be exceptionally negotiated.

The Cultural Manager's remuneration will be determined based on the selected candidate's skills and quality of experience. The remuneration could not be higher to those paid for other similar positions in the Foundation. The minimum gross salary amounts to a total of 70.000 euros per year, plus the relevant social security contributions.

The winner of the selection process is obligated to disclose ongoing employment and consultancy contracts. For the purpose of stipulating the contract, there must not be any reasons for which the successful candidate's employment could be deemed incompatible. Furthermore, the winner of the selection must not have ongoing employment relationships of any kind, or collaboration or consulting assignments that create a conflict of interest (even potential) with the Foundation, and must not find themselves in any other situation that creates a conflict of interest, or that will impede the performance of their full-time employment relationship with the Foundation.

For the purposes indicated in the previous paragraph, the winner will be required to issue a declaration pursuant to and by effect of Italian Presidential Decree no. 445/2000, as amended, attesting to the absence of any of the above impediments.

## **7. RESPONSIBLE OF THE SELECTION PROCEDURE**

The responsible for the selection procedure is the General Director of the Matera – Basilicata 2019 Foundation, Dr. Paolo Verri.

## **8. PROCESSING OF PERSONAL DATA**



MATERA 2019  
CAPITALE EUROPEA DELLA CULTURA



EUROPEAN CAPITAL  
OF CULTURE

Pursuant to art. 13 of Italian Legislative Decree no. 196 of 30 June 2003, as amended, the Foundation hereby declares that the personal data provided by the candidates for this selection process, even belonging to third parties, will be processed using manual, computerized and telematic instruments, exclusively for the purposes linked to the fulfilment of the procedure in question, as well as any activities relating to and arising from the same, in accordance with the applicable legislation and the provisions of this call.

## 9. PUBLICATIONS – COMMUNICATIONS – NOTICES

This selection Notice will be published on the Foundation's website

[www.matera-basilicata2019.it](http://www.matera-basilicata2019.it)

under the "Calls" section. The winner of the selection process will be published on the same section.

Additional information regarding the Matera 2019 bid book, the Selection Report of the Jury who designated Matera and the ongoing activities can be found on the Foundation's website

For any additional information, the interested parties can contact the Matera-Basilicata 2019 Foundation by calling +39 0835 256 384, or by writing to the following email address:

[infobandi@matera-basilicata2019.it](mailto:infobandi@matera-basilicata2019.it)

indicating the following text in the subject line: **"Information on the call for the selection of a Cultural Manager"**.

All the Foundation's communications to the candidates, including those relating to requests for clarifications and additions, will be sent by email to the address indicated in the application.

This Call includes 1 Annex, which constitutes an integral and essential part of the same:

- ✓ Annex A "*Application for Cultural Manager*".

The Matera-Basilicata 2019 Foundation would like to thank all the candidates for their participation to this Call.