



*Ministero dei beni e delle attività culturali e del turismo*

DIRECTORATE-GENERAL OF ORGANISATION

The Director General

Having considered the:

- Article 17, *para* 4-bis, letter e), of Law no. 400 of 23 August 1988;  
Legislative Decree no. 300 of 30 July 1999 and subsequent modifications;  
Legislative Decree no. 368 of 20 October 1998 and subsequent modifications;  
Legislative Decree no. 165 of 30 March 2001, and subsequent modifications and, in particular Article 19 thereof;  
Presidential Decree no. 189 of 30 July 2009;  
Legislative Decree no. 3 of 8 January 2004 and subsequent modifications;  
Legislative Decree no. 42 of 22 January 2004, and subsequent modifications, containing the «Cultural Heritage and Landscape Code, pursuant to Art. 10 of Italian Law no. 137 of 6 July 2002», henceforth termed «Code»;  
Decree-Law no. 83 of 31 May 2014, converted, with modifications, from Law no. 106 of 29 July 2014, and in particular Article 14, *para*. 2-bis, which states that the appointment of Directors of state-run museum complexes (*“poli museali”*) and cultural institutions which hold management-level status may be made *“as a result of public selection procedures, for periods lasting between three and five years, to individuals who possess proven professional qualifications in the protection and enhancement (*“valorizzazione”*) of cultural heritage as well as documented high-level experience in the management of cultural institutions and sites”*;
- Decree of the President of the Council of Ministers no. 171 of 29 August 2014;  
Ministerial Decree of 27 November 2014, and subsequent modifications, on the “Organisation of non-general management Offices of the Ministry of Cultural Heritage and Activities and Tourism”;  
Ministerial Decree of 27 November 2014, on the “Definition of the criteria and procedures for the appointment of management positions”;  
Ministerial Decree of 23 December 2014, and subsequent modifications, on the “Organisation and operation of state museums”;  
Law no. 208 of 28 December 2015, n. 208, and in particular Article 1, *para*. 327;  
Ministerial Decree of 23 January 2016, and in particular Article 6 thereof, which has established other state-run cultural institutions with management-level status and which states that directors of such institutions may be appointed in accordance with Article 14, *para*. 2-bis of Decree-Law no. 83 of 31 May 2014, converted, with modifications, from Law no. 106 of 29 July 2014;  
Ministerial Decree of 9 April 2016, containing «Provisions on archaeological parks and other institutions identified by Article 6 of Ministerial Decree of 23 January 2016»;  
“Guidelines for the technical and scientific criteria and the operation and development standards of museums” as detailed in the Ministerial Decree of 10 May 2001;



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“Guidelines for the establishment and the enhancement of archaeological parks” as detailed in Ministerial Decree of 18 April 2012;

Note of 11 April 2016 with which the Minister, pursuant to Article 3 of the Ministerial Decree of 27 November 2014, on the “Definition of the criteria and procedures for the appointment of management positions”, has decided to proceed with a public selection of the Directors for all 9 museums that hold non-general management status pursuant to Article 6 of Ministerial Decree of 23 January 2016, and the Ministerial Decree of 27 November 2014, on the “Organisation of non-general management Offices of the Ministry of Cultural Heritage and Activities and Tourism”, additionally indicating that directorial appointments to such Offices will have a duration of four years;

And the notes of the Head of the Legal Office no. 11858 of 21 April 2016, of the Secretary General no. 6644 of 22 April 2016, and of the Director-General of Museums no. 3985 of 19 April 2016, with which they assent to the contents of this Decree;

Decrees:

Article 1

*(Purpose of the public selection procedure)*

1. The Ministry of Cultural Heritage and Activities and Tourism, henceforth termed “Ministry”, announces a public selection procedure for the appointment of the Directors of the following institutions, which hold non-general management status:

- 1) Complesso monumentale della Pilotta;
- 2) Museo delle Civiltà;
- 3) Museo Nazionale Etrusco di Villa Giulia;
- 4) Museo storico and Parco del Castello di Miramare;
- 5) Parco archeologico dei Campi Flegrei;
- 6) Parco archeologico dell’Appia antica;
- 7) Parco archeologico di Ercolano;
- 8) Parco archeologico di Ostia antica;
- 9) Villa Adriana and Villa D’Este.

2. The Director is responsible for the overall management of the museum or archaeological park, as well as for the implementation and development of its cultural and scientific purpose, and performs the tasks described in Article 35, para. 4, of the Decree of the President of the Council of Ministers no. 171 of 29 August 2014 and in the Ministerial Decree of 23 January 2016. In particular, the Director:

a) plans, steers, coordinates and monitors all of the museum’s or archaeological park’s management activities, including the organisation of shows and exhibitions, as well as the analysis, enhancement, communication and promotion of the museum’s heritage;

b) curates the museum’s or archaeological park’s cultural plan, ensuring that it is a vital, inclusive site capable of promoting the development of culture;



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c) without prejudice to the powers of the Director of the relevant Regional Museum Complex (“*polo museale regionale*”), the Director sets the cost of entry tickets, having conferred with the Directorate-General of Museums and the Regional Museum Complex, and in compliance with the guidelines drafted by the Director-General of Museums;

d) establishes the museum’s or archaeological park’s opening hours so as to ensure the broadest possible attendance, in compliance with the guidelines drafted by the Director General of Museums;

e) ensures the highest possible standards in terms of management and communication, innovation in teaching and technology, to promote users’ active participation and to provide in the provision of concrete formative learning experiences;

f) guarantees full collaboration with the Directorate-General of Museums, the Regional Secretary of the Ministry of Cultural Heritage and Activities and Tourism, the Director of the relevant Regional Museum Complex and the Superintendence offices;

g) guarantees a close collaboration with the local community, including with research and all other initiatives, also to expand the museum’s or archaeological park’s collection with new acquisitions, to organise temporary exhibitions or to promote archiving, scholarship, restoration, communication and enhancement activities;

h) authorises the loan of artworks in overseen collections for exhibitions and shows within the national territory and abroad, in accordance with Article 48, para. 1 of the Code, also in compliance with the cultural agreements that may be reached by the Directorate-General of Museums for the purpose of organising shows and exhibitions, having conferred, for loans abroad, also with the Directorate-General of Museums;

i) authorises the study of and publications regarding the materials on show and/or stored in the museum or archaeological park;

l) makes arrangements for the conferral of the museum’s or archaeological park’s activities and public services of enhancement, pursuant to Article 115 of the Code and the Decree of the President of the Council of Ministers no. 171 of 29 August 2014;

m) assists the Director-General of Budget and the Director-General of Museums in encouraging donations by private persons in support of culture, also through specific agreements with institutions, cultural sites and local authorities; to this end, s/he promotes specific awareness and fundraising campaigns, also through crowd-funding;

n) performs research activities, the results of which are made public, also through electronic media; makes proposals to the Directorate-General of Education and Research concerning initiatives aimed at dissemination, education, training and research connected to the collections under their tutelage, and collaboration on the training activities that are coordinated and authorised by the Director-General of Education and Research, including hosting the work-experience activities envisaged within the context of said training activities and programs;

o) acts as a commissioning body (“*stazione appaltante*”);

p) manages and controls the goods that he or she is entrusted with and undertakes their relative conservation interventions; he or she is also responsible for permitting the use of the cultural heritage that he or she is entrusted with, in accordance with articles 106 and 107 of the Code.

3. The Director is further required to carry out the tasks established by the Ministerial Decree of 23 December 2014, and subsequent modifications, with reference to a Board of Directors and a Scientific Advisory Committee, bodies of museums and archaeological parks which enjoy a special degree of autonomy.



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4. The Directors of the archaeological parks of “Campi Flegrei”, “Appia antica” and “Ostia antica”, within their respective assigned areas, and the director of “Villa Adriana and Villa d’Este” within the archaeological area of Villa Adriana, also perform the functions of the Superintendent of Archaeology, Fine arts and Landscape, as detailed in Article 4, para. 1, of the Ministerial Decree of 23 January 2016. With reference to these functions, they report to the Directorate-General of Archaeology, Fine Arts and Landscape.

5. The Director of the archaeological park of “Appia antica” is also responsible for the enhancement (“*valorizzazione*”) project of the entire ancient Roman road and he or she coordinates all the initiatives in Italy related to the “Appia antica”.

6. With reference to the activities performed by the Directors of museums and archaeological parks detailed in para. 1, the Director-General of Museums, pursuant to Article 20, para. 1, of the Decree of the President of Italian Council of Ministers no. 171 of 29 August 2014, also upon suggestion by the Regional Secretary of the Ministry of Cultural Heritage and Activities and Tourism, can exercise powers of management, steering, coordination and supervision, and, only when necessary and urgent, having first informed the Secretary General, shall resort to a callback or a replacement.

### Article 2 (*Eligibility*)

1. Eligibility for participation in the selection procedure requires:

*a) educational qualifications:* an Italian *laurea specialistica* or *magistrale*, or a degree certified according to the education system in force before the issuance of the regulations contained in the Decree of the Ministry for Universities and Scientific and Technological Research no. 509 of 3 November 1999, or equivalent educational university qualifications attained abroad

*b) professional experience:* specific and proven professional qualifications on the protection and enhancement of cultural heritage, demonstrated by the existence of one or more of the following prerequisites:

- holding a Managerial status within the Ministry;
- having held management positions, for at least a five-year period, in public or private institutions, or public and private companies, in Italy or abroad;
- possessing a particular professional, cultural and scientific specialisation, that is evident from the candidate’s graduate or post-graduate career, from scientific publications and from concrete work experiences, for at least a five-year period, also within public administrations, in Italy or abroad;
- having proven research and academic experience in Universities in Italy or abroad.

### Article 3 (*Submission of applications*)

1. Those interested in participating in the selection procedure must submit their candidacy on the Ministry’s website, at the URL [www.beniculturali.it/museitaliani](http://www.beniculturali.it/museitaliani), by 12 (noon) GMT of 20 July 2016.



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2. The application – to be filled out online on the Ministry’s website (for the form, see Annex 1) – must include a *curriculum vitae* and a brief motivation letter (1000 words maximum) written in Italian and English. If an application is submitted for more than one of the posts subject of this selection, an order of preference may be indicated in the motivation letter.

3. The *curriculum*, duly dated and signed, must contain all the information that is useful and necessary to assess all of the candidate’s training, qualifications and professional activities.

4. The application must also be accompanied by a certification of the truth and accuracy of all information provided, pursuant to the Italian Presidential Decree No. 445 of 28 December 2000 (Annex 2), a statement of the absence of any grounds for inadmissibility or incompatibility, pursuant to the Italian Legislative Decree no. 39 of 8 April 2013 and subsequent modifications (Annex 3) and a statement of no criminal record and of not being the subject of any pending criminal proceedings; if a criminal record exists or if criminal proceedings are pending [against the candidate], details of the sentence or of the pending criminal proceedings must be specified, as indicated in the documentary evidence held by the competent courts (Annex 4).

5. The application must be accompanied by an authorisation to process personal data, limited to the selection procedure in question, pursuant to the Personal Data Protection Code as reported in the Italian Legislative Decree no. 196 of 30 June 2003.

### Article 4 (Board)

1. Pursuant to paras. 3 and 4 of Article 3 of the Ministerial Decree of 27 November 2014, for the purpose of enabling the selection to take place, an Examination Board (henceforth, “Board”) will be established by 31 July 2016, comprising 5 members selected from among experts of the highest repute in the cultural heritage sector.

2. Participation in the Board does not entitle Board members to any compensation, nor to any form of fee or emolument of any kind, besides the reimbursement of duly incurred and documented expenses.

3. The Board may take office and commence operating only after a 30-day period has elapsed since the date of the Ministerial Decree of appointment. During this time, the candidates may present petitions for the recusal of Board members. Once this period has expired and, in any case, once the Board has been instated, no Board member may be recused. Decisions on petitions to recuse are taken by the Director General of Museums.

### Article 5 (Board Operation)

1. The candidates admitted to the selection, following verification of the eligibility criteria indicated in Article 2 above, are examined and assessed by the Board on the basis of the criteria indicated in Article 19, para. 1, of Legislative Decree No. 165 of 30 May 2001 and subsequent modifications, and of the following additional criteria:

a) *educational qualifications:*

1. an Italian *laurea specialistica* or *magistrale*, or a degree certified according to the education system in force before the issuance of the regulations contained in the Decree of



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the Ministry for Universities and Scientific and Technological Research no. 509 of 3 November 1999, or equivalent educational university qualifications attained abroad;

2. other academic qualifications (research doctorate, master and/or specialisation diplomas) attained in Italy or abroad and relating to the safeguarding, management and exploitation of cultural heritage;
3. publications and/or scientific awards on issues relating to the safeguarding, management and exploitation of cultural heritage;

b) *professional experience, acquired in Italy and/or abroad:*

1. specific documented professional experience in matters concerning the safeguarding, management and exploitation of cultural heritage;
2. specific documented professional experience in the operation and/or management of museums, including the conservation and exploitation of collections, activity planning, human resource, financial and capital management;
3. complexity of the activities and/or facilities managed and the results achieved;
4. specific competence relating to the collections and/or body of works of the museum or archaeological park, or museums or archaeological parks for which the candidate has submitted an application;
5. experience in the conception and implementation of communication projects;
6. experience in the conception and implementation of fundraising projects;
7. experience in the management of boards of directors and/or scientific advisory committees;
8. experience in the drafting and implementation of agreements with both public and private parties;

c) *additional competences:*

1. actual knowledge of and ability in the use of technologies, particularly those pertinent to the museum context;
2. ability to communicate with all stakeholders, both internal and external to the institution;
3. knowledge of the Italian language;
4. knowledge of other languages;
5. knowledge of the Italian cultural heritage, with particular emphasis on the collections held in the museum or archaeological park, or museums or archaeological parks for which the application was made;
6. knowledge of the organisation of the Ministry and the Italian administrative system.

2. The Board, during its first meeting, which may also be held by means of electronic telecommunications media, within 5 days of the expiry of the time-period indicated in Article 4, para. 3 of this Decree, may identify additional evaluation criteria and assigns a weight to all criteria, it being understood that, pursuant to Article 14, para. 2-bis, of the Italian Legislative Decree no. 83 of 2014, converted into Law no. 106 of 2014, the greatest weight shall be given to the possession of proven professional qualifications in the protection and enhancement (“valorizzazione”) of cultural heritage as well as documented high-level experience in the management of cultural institutions and sites.

3. The Board, having examined all applications received, shall select a maximum of 10 candidates for each institution on the basis of the *curricula* and the motivation letters, and will call them for an interview, which will take place in the month of November 2016, at the offices of the



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Ministry for Cultural Heritage and Activities and Tourism, in Via del Collegio Romano, 27, Rome. At the time of the interview and in any case within 180 days of the deadline for submitting applications, the Board will identify three candidates for each institution, to be proposed to the Director General of Museums.

4. The selection of the candidate to be appointed, from among the three shortlisted candidates as required by para. 3 of this Article, is made, on the basis of the analysis performed by the Board and its final report, while taking into account the preferences indicated by the participants in the motivation letter presented at the time of submitting their candidacy by the Director General of Museums.

### Article 6 *(Appointment to the post)*

1. Pursuant to Article 19 of the Legislative Decree no. 165 of 30 March 2001 the appointment of Directors with non-general manager status as described in Article 1 of this Decree is made by the Director General of Museums.

### Article 7 *(Duration of the appointment)*

1. Each appointment will have a duration of 4 years.

### Article 8 *(Salary)*

1. The gross annual salary amounts to EUR 78,000, plus any target-based bonuses, based on the Director's annual assessment and the funds available for these bonuses, up to a maximum of EUR 7500,00.

### Article 9 *(Conduct and conclusion of the public selection procedure)*

1. The Office responsible for this procedure is the Directorate-General for Organisation; the person in charge of the procedure is Anna Conticello, email: info-musei@beniculturali.it

2. The performance and outcome of the selection procedure will be duly publicised in the form and manner prescribed by law.

3. The procedure shall be completed by 31 December 2016. If necessary, and owing to specific and reasoned requirements connected to its operation, the Board may request an extension of this term for a period that may not exceed 60 days.



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**Note: This English translation has the purpose of circulating, as broadly as possible, at the international level, this Call for Applications for Directors of Museums. The only legally valid version is the original Italian Call (*Decreto del Direttore Generale Organizzazione 27 Maggio 2016*).**

Rome, 27 May 2016

THE DIRECTOR-GENERAL  
(*Dott.ssa Marina Giuseppone*)