

# FONDAZIONE MEIS Museo Nazionale dell'Ebraismo Italiano e della Shoah di Ferrara - National Museum of Italian Judaism and the Shoah Via Piangipane, 79-83 – 44121 Ferrara

Prot. 84/I/2020

# PUBLIC NOTICE OF CALL FOR APPLICATIONS FOR THE POSITION OF DIRECTOR OF THE FONDAZIONE MUSEO NAZIONALE DELL'EBRAISMO ITALIANO E DELLA SHOAH DI FERRARA [Foundation of the National Museum of Italian Judaism and the Shoah]

A competition is now open for selection of the Director of the Fondazione "Museo Nazionale dell'Ebraismo Italiano e della Shoah" di Ferrara [Foundation of the National Museum of Italian Judaism and the Shoah].

# Art. 1. – Fondazione "Museo Nazionale dell'Ebraismo Italiano e della Shoah" [Foundation of the National Museum of Italian Judaism and the Shoah]

The Fondazione Museo Nazionale dell'Ebraismo Italiano e della Shoah [Foundation of the National Museum of Italian Judaism and the Shoah of Ferrara] (hereinafter referred to as the "Foundation"), is a private body located in Ferrara, Via Piangipane, 79-83. It is a publicly controlled, private non-profit organization, established in implementation of Article 2 of Italian Law no. 91 dated 17 April 2003, as amended, and founded by the Italian Ministry of Cultural Heritage, Activities and Tourism, the Municipality of Ferrara, Jewish Contemporary Documentation Center in Milan and the Union of Italian Jewish Communities.

In keeping with the provisions in its Articles of Association, the Foundation pursues the management, enhancement, preservation and promotion of the "National Museum of Italian Judaism and the "Shoah" and works in cooperation with the Italian Ministry of Cultural Heritage, Activities and Tourism to create and adapt exhibits held therein.

Under the auspices of these objectives, the Foundation's institutional goals are to:

- bear witness to the events that have characterized the two millennia of Jewish presence in Italy;

- raise awareness of the history, philosophy and culture of Italian Judaism from its origins, with particular emphasis on evidence of racial persecutions and the Holocaust;

- promote the values of peace and brotherhood among peoples and bring cultures and religions together.

The Foundation also promotes research, educational and scientific documentation activities, working in cooperation with the Union of Italian Jewish Communities and the Jewish Contemporary Documentation Center in Milan.



In particular, the Foundation is responsible for:

- raising the financial resources needed to ensure adequate conservation of the Museum and the cultural assets acquired;

- ensuring the best possible public access to museum activities and the cultural assets acquired

- organizing educational and outreach activities, events, conferences, seminars, exhibitions, film screenings and performances in the relevant sectors, also working in collaboration with national and international organizations and institutions.

# Art. 2 – Role and duties of the Director

Under Article 10 of the Foundation's Articles of Association, the Director:

- is appointed and dismissed by the Board of Directors, after having consulted with the Jewish Contemporary Documentation Center.

- exercises administrative functions and manages the Foundation, within the limits set by the Board of Directors, also proposing and driving the Foundation's objectives and programs.

In particular, the Director:

- exercises planning, coordination and monitoring functions for all of the Museum's management activities according to the guidelines determined by the Board of Directors;

- prepares the working budget and final budget, to be submitted to the Board of Directors for approval;

- prepares the multi-year planning document and the annual program of activities to be submitted to the Board of Directors for approval and oversees their implementation;

- maintains contacts with national and international organizations and institutions to increase the museum collection through new acquisitions, organize temporary exhibits and promote cataloging, study, restoration, communication and enhancement activities;

- manages the Museum's cultural program, making it a vital and inclusive place, in pursuit of the mission outlined in the Articles of Association;

- is responsible for the collections, their study, conservation and enhancement, authorizing research activities and publication of the materials on display and/or preserved at the Museum as well as the loan of the Museum's cultural assets for exhibits or shows in Italy or abroad, following the guidelines laid down by the Scientific Committee and approved by the Board of Directors;

- is responsible for direct assignment or licensing of activities and public services to enhance the Museum, according to decisions of the Board of Directors;

- encourages private cultural donations, even through special agreements with cultural institutions and sites as well as with local authorities; to this end, it promotes awareness raising projects and specific fundraising campaigns, even through crowdfunding;

- conducts and promotes research activities and publishes the results, even telematically;

- after receiving approval from the Scientific Committee, proposes to the Board of Directors informational, educational, training and research campaigns related to the Museum's mission and implements the same;

- attends the Board of Directors and the Scientific Committee meetings as a non-voting participant;

- provides advance authorization of the costs incurred by the members of the Scientific Committee to attend duly convened meetings;

- proposes to the Board of Directors the Museum's opening hours so as to ensure the broadest possible attendance and also suggests admission prices;



- ensures high quality standards for management and communication, for educational and technological innovation, promoting active user participation and guaranteeing effective knowledge experiences;

- administers and controls the assets donated to the Museum and also ensures the relative conservation work performed thereon.

The Director serves as "Responsabile Unico del Procedimento (R.U.P.)" (official person responsible for administrative procedures) in awarding contracts for works, services and supplies in which Fondazione MEIS is the contracting party.

The Director also acts as "Responsabile per la Prevenzione della Corruzione e della Trasparenza" [person responsible for the prevention of corruption and ensuring transparency] pursuant to Italian law of 6 November 2012, no. 190, as well as "Responsabile Anagrafe Unica delle stazioni appaltanti (R.A.S.A)" [person responsible for the single contractor database for contracting parties] pursuant to Italian law of 17 December 2012, no.221 and as Data Controller pursuant to European Regulation no. 679/2016.

# Art. 3 – Duration

The appointment will be a fixed-term assignment lasting four years. Upon expiration of the term of office, upon reasoned decision by the Board of Directors and positive evaluation of the results achieved, assignment may be renewed, just once, for a further four years.

#### Art. 4 – Prerequisites

To participate in this selection, the applicant must meet the following requirements:

a) the candidate must possess full civil and political rights;

b) have no prior criminal convictions;

c) be free of any bans or measures which legally preclude employment in public bodies;

d) not be subject to any of the forms of incompatibility indicated in Italian Legislative Decree no. 39 dated 8 April 2013.

These requirements must be met and self-certified in accordance with articles 46 and 47 of Italian Presidential Decree no. 445/2000, as amended as of the deadline for the submission of applications and must remain in force throughout the entire duration of the relationship; at the time of hiring, these requirements will be formally verified.

The ideal candidate must possess the following general profile:

a) Bachelor's degree or 5-year degree, or equivalent qualification from a college abroad, preferably with specialization in conservation and management of cultural heritage, or economics and management of cultural projects. The educational qualifications obtained abroad must be recognized by the Italian government.

b) specific knowledge of the history and culture of Italian Judaism and the Holocaust;

c) several years' experience in the organization and management of public or private cultural facilities, preferably a museum, or in prestigious assignments for scientific coordination;

d) proven professional qualification in the protection and enhancement of cultural assets;



d) experience in the management and organization of human, financial and instrumental resources;f) experience in *fundraising*;

g) several years' experience in the management of institutional relations, both internal and external, and in international cultural relations;

h) experience in conceiving and implementing communications projects;

i) ability to use technology, in particular in relation to museums and cultural institutions;

1) good mastery of Italian and English and, preferably of Hebrew as well.

The academic qualifications referred to in subparagraph a) shall be met and certified at the date of the deadline for the submission of applications.

The requirements in terms of professional skills indicated at letters b) through l) shall be adequately documented, as specified in art. 5.

# Art. 5. Terms and conditions for submitting applications

This notice and the attached documents shall, from the date of publication, be freely available in unrestricted, direct form at the website www.meisweb.it and can be requested at the Foundation's own address.

Applications must be received (both by direct submission and by courier or postal service) no later than 1:00 pm, 20 March 2020 as follows:

a) by direct submission of the application and related documents, written on plain paper exclusively using the form enclosed with this notice, addressed to Fondazione Meis – Museo Nazionale dell'Ebraismo Italiano e della Shoah – Via Piangipane, 81 - 44121 Ferrara. The application may be hand delivered during hours when the Museum is open to the public: from Monday through Friday from 9:00 am to 1:00 pm and from 2:00 to 4:00 pm. When the application is submitted, a copy of the title page of the application bearing the Administration stamp, protocol number, date and the initials of the operator will be issued;

b) by courier or postal service registered, return-receipt letter delivering the application and accompanying documentation, written on plain paper exclusively using the form enclosed with this notice, to the address indicated above at letter a). The sealed external envelope of applications delivered by courier or by mail must be bear the words "Candidatura per la nomina a Direttore della Fondazione Museo Nazionale dell'Ebraismo Italiano e della Shoah" (Application for the position of Director of the Foundation of the National Museum of Italian Judaism and the Shoah). All applications will be submitted for review according to the date and time that they were received at MEIS.

Applications must be accompanied by a *curriculum vitae*, dated and signed with authorization to process data in accordance with European Regulation 679/2016 and containing indication of where any communications are to be sent as well as a brief letter of motivation (max 1000 words) written in Italian and in English. The *curriculum* must provide precise indication of the candidate's educational qualifications, date and institution from which they were attained, and indication of any professional training courses, specializations, doctorates or other education qualifications held; for prior professional experience, indication must be given of the positions held and related duties, the



agencies, sites and periods during which these activities were carried out. In addition, a photocopy of a valid identity document must be included.

Applications received by fax or telegram or received without the attached curriculum will not be considered.

The Foundation has the right to seek clarifications and/or request integrations to the documentation submitted by the candidates.

# Art. 6 – Compensation and conditions

The Director position in question shall be subject to the National Collective Agreement for Tertiary Sector Executives and the compensation and conditions envisaged therein shall be applied. Any performance-related compensation may be awarded depending on the annual evaluation of the results achieved, based on the amount of funds available.

#### Art. 7 – Appointment

Candidate selection shall be made by an Evaluation Committee appointed by the Foundation Board of Directors through assessment of the qualifications presented.

The Commission shall be composed of 3 members chosen from among well-known experts in the field of cultural heritage.

In addition to evaluation of qualifications and professional requirements, the Commission shall positively evaluate the following:

- other educational qualifications (PhD, master's degree and/or specialization courses) obtained in Italy or abroad in subjects related to the conservation, management and enhancement of cultural assets;

- publications and/or other scientific recognition in areas related to the conservation, management and enhancement of cultural assets;

- curatorial experience;

- knowledge of the Italian museum system and the network of Jewish and international museums;

- knowledge of the organization of the Italian Ministry of Cultural Heritage, Activities and Tourism and the Italian administrative system.

The Commission appointed by the Foundation reserves the right to call in for an interview those candidates deemed to meet all requirements.

The Foundation Board of Directors shall identify and appoint the Director at its sole discretion, on the basis of the final report presented by the Evaluation Committee.

The successful candidate shall be notified by registered, return-receipt letter.



## Art. 8 – Processing of personal data

In accordance with E.R. 679/2016 and Italian Legislative Decree no. 196/03 (Personal Data Protection Code), the personal data provided by the candidates shall be collected and processed by the Foundation, even by computer, in accordance with the provisions contained in said decree, as a function and for the purposes of the selection and hiring process, or for other employment-related purposes.

Failing to provide the mandatory data required to assess the prerequisites for participation will result in exclusion from the selection.

The candidate receives the information on the processing of personal data, prepared by the Foundation in its capacity as data controller, attached to this call for applications.

# Art. 9 – Body having jurisdiction for appeal procedures

In case of disputes, the court of competent jurisdiction is Ferrara, since arbitration is not envisaged.

#### Art. 10 – Final Provisions

Submission of the application implies acceptance of all the conditions outlined in this notice of selection.

The Foundation reserves the right, should it deem it advisable, to modify or withdraw this notice.

The person in charge of the procedure is the President of the Board of Directors of Fondazione MEIS, Dr. Dario Disegni.

This notice shall be published on the Foundation's website from 17 February 2020 to 20 March 2020, 1:00 pm, deadline for the submission of applications, as well as on the website of the Municipality of Ferrara and on municipal notice board of Ferrara

Ferrara, 17 February 2020

THE PRESIDENT Dario Disegni



Use of this application form requires checking the boxes corresponding to your declarations and completing all missing parts.

# ТО

FONDAZIONE MEIS Museo Nazionale dell'Ebraismo Italiano e della Shoah di Ferrara - National Museum of Italian Judaism and the Shoah Via Piangipane, 79/83 44121 – FERRARA, ITALY

The undersigned
(name and surname, written legibly)
born inprov. (), on
resident in via, ZIP, zIP
city, prov. ()
telephone no FISCAL CODE
e-mail
address to which any communications relating to the procedure are to be sent ( <b>if different</b> from the one indicated above ( <b>if different from the place of residence</b> ):
surname and name
via, no, ZIP
city, prov. ()
telephone noe-mail

# ASKS

to be admitted to participate in the call for applications for the appointment of the Director of the Fondazione Museo Nazionale dell'Ebraismo Italiano e della Shoah of Ferrara [Foundation of the National Museum of Italian Judaism and the Shoah].

To this end, under my own personal responsibility, pursuant to art. 46 of Italian Presidential Decree no. 445/2000, and aware of the penalties for false declarations pursuant to art. 76 of Italian Presidential Decree no. 445/2000, I hereby **declare**:

#### (check the pertinent box)

 $\Box$  that I am an Italian citizen;



- or (to be filled out ONLY by citizens of another country):
- □ that I am a citizen of: .....;
- □ that I enjoy full civil and political rights in my country of origin or provenance;

or

- □ that I do not enjoy full civil and political rights in my country of origin or provenance;
- □ that, except for Italian citizenship, I hold all the other requirements for citizens of the Italian Republic;

or

- that, except for Italian citizenship, I do not hold all the other requirements for citizens of the Italian Republic;
- □ that I have good command of the Italian language;

or

- □ that I do not have good command of the Italian language;
- $\Box$  that I have good command of the English language;

or

- □ that I do not have good command of the English language;
- □ that I am physically fit for the job;

# (for male candidates only)

□ that I enjoy civil and political rights



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or	that	I	am		enrolled					U	

- that I have never been convicted of a crime and am not subject to any criminal procedures that are pending or currently before the court;
- or
- □ that I hold the following educational qualifications (indicate the specific qualification held among those indicated in the call for applications together with the year and University from which they they were attained):



- □ that I have not been dismissed or excused from employment with a public administration and/or other bodies, that I have not been terminated from employment with a public administration and/or other bodies due to persistent under-performance, or as a result of finding that the employment was obtained through the production of false or fraudulent documents, and that I have not been debarred from public employ;
- that I do not fall under any of the cases of incompatibility referred to in Italian Legislative
  Decree no. 39 dated 8 April 2013;
- □ that I have several years' experience in the organization and management of public or private cultural facilities, preferably of a museum nature, or, more specifically in the performance of .....

(indicate the experience accrued in the organization and management of public or private cultural facilities and the scientific coordination duties handled)

□ that I have experience in the management and organization of human, financial and instrumental resources



(indicate the experience accrued in the management and organization of human resources)
that I have experience in conceiving and implementing communications projects
that I have experience in fund raising activities
(indicate the experience accrued in fund raising)

□ that I have several years' experience in the management of institutional relations, both internal and external, and in international cultural relations

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(indicate the experience accrued in the management of institutional relations, both internal and external, and in international cultural relations)

- □ that I accept without reservation all the conditions indicated in the call for applications;
- □ that I undertake to promptly communicate any change in the address to which any communication relating to and resulting from the selection is to be sent;
- □ that I have been informed that my personal data and any sensitive data, subject to the declarations contained in the application form, shall be processed by the Foundation in compliance with Italian Legislative Decree 196/2003 containing the "Personal Data Protection Code" and solely for completion of the selection process in question, adoption of any related and/or resulting measures, and management of the employment relationship which may be established;

□ that I have attached an uncertified copy of my valid identification document (*identity card*, *driving license*, *passport*):

□ that I have attached a copy of my curriculum vitae, dated and signed with authorization to process data in accordance with European Regulation 679/2016, and containing indication of where any communications are to be sent

Place and date\_\_\_\_\_

SIGNATURE



# **Object: PRIVACY POLICY IN ACCORDANCE WITH EUROPEAN REGULATION 2016/679** (hereinafter called the "Regulation")

With reference to the call for applications for the appointment of the Director of the Fondazione Museo Nazionale dell'Ebraismo Italiano e della Shoah of Ferrara [Foundation of the National Museum of Italian Judaism and the Shoah], initiated by said Foundation (hereinafter indicated as the "Foundation"), the following information is provided::

#### 1.Object of the data processing

The object of the data processing is the personal data you have supplied us of your own accord at the time the application form for participation in the selection process in question was filled out and sent in, as well as any data communicated in documents integrating said application.

#### 2.Purpose and legal basis for processing

The personal data you have provided are essential for the selection and recruitment process or for other employment-related purposes as well as to fulfill specific obligations or perform specific tasks envisaged by Community standards, laws or regulations.

#### 3. Data categories and nature of disclosure

For the most part, the data gathered and processed fall within the category of personal data and identifying information; data falling within the data categories referred to in art. 9 and 10 of the Regulation may also be processed. The data subject explicitly consents to the processing of these categories of data by sending in his/her application.

Failure to provide the data, in whole or in part, may make it impossible for the Foundation to correctly fulfill all requirements related to the selection process in question or may render the candidate inelligible for any aid. Failing to provide the data required to assess the prerequisites for participation shall result in exclusion from the selection process itself.

#### 4.Data processing methods

Personal data is processed via the following operations: collection, recording, organization, storage, consultation, processing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, cancellation and destruction.

The data shall be processed in different ways, i.e. using hard copies, computer or telematic media, in compliance with the security measures adopted, and always in a lawful, correct and transparent manner, respecting fundamental rights and freedoms, with particular reference to confidentiality.

Physical, electronic and procedural security measures appropriate to the sensitivity of the data processed shall be adopted. These measures, designed to protect personal data against unauthorized access, include computer security systems, access controls with alarms, function separation and other security protocols. Access to personal data is limited to staff and third parties who need access to it for appropriate and legitimate reasons as laid out in this document and always for the stated purposes.

#### 5.Data access and communication

The data shall not be disclosed, except for purposes related to legal and regulatory requirements. Such data may be made accessible and/or communicated to the following parties solely for the purposes indicated above:

- employees and collaborators of the Data Controller, in their capacity as authorized and/or internal data processors;
- Professionals or service companies providing administrative and management services on behalf of the Foundation.



#### 6. Data retention period

The data shall be kept on file for a period of 3 years and then deleted at the end of this period; the data may be kept for a longer period of time if linked to the period of limitation envisaged in current law and regulations for exercising one's rights and for complying with regulatory obligations.

#### 7. Rights of the data subject

We also inform you that you may exercise certain rights; in particular, we inform you that you have the right to:

- file a complaint to the Supervisory Authority (Data Protection Commissioner);
- access your personal data as well as the right to rectification or erasure of said data (right to be forgotten) or to restrict the processing thereof;
- obtain data portability;
- object to said data processing, subject to the limits established by law.

#### 8.Methods for exercising one's rights

The procedures for exercising all of one's rights are laid out in articles 11 and 12 of the Regulations. You may exercise your rights at any time by sending:

- a registered letter with return receipt to Fondazione Museo Nazionale dell'Ebraismo Italiano e della Shoah, Via Piangipane n. 79-83, 44121 Ferrara, Italy
- an e-mail to the certified e-mail address: <u>fondazione.meis@pec.meisweb.it</u>

#### 9. Name and data of Data Controller and Manager

The data controller is Fondazione Museo Nazionale dell'Ebraismo Italiano e della Shoah, with offices in Ferrara, Via Piangipane 79-81, e-mail <u>fondazione@meisweb.it</u> - Telephone no. 0532 769137.

The Data Protection Officer (DPO) is the lawyer Marco De Nunzio, certified e-mail: <u>marco.denunzio@ordineavvocatiferrara.eu</u>, telephone no. 0532.200224

Fondazione MEIS