



*Ministero della cultura*

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. 368 of 20 October 1998, and subsequent modifications;  
Legislative Decree no. 300 of 30 July 1999, and subsequent modifications;  
Presidential Decree no. 445 of 28 December 2000, and subsequent modifications;  
Legislative Decree no. 165 of 30 March 2001, and subsequent modifications and, in particular Article 19 thereof;  
Legislative Decree no. 196 of 30 June 2003, 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»;  
Presidential Decree no. 189 of 30 July 2009;  
Law no. 190 of 6 November 2012, and subsequent modifications;  
Legislative Decree no. 33 of 14 March 2013, and subsequent modifications;  
Legislative Decree no. 39 of 8 April 2013, and subsequent modifications;  
Decree-Law no. 83 of 31 May 2014, converted, with modifications, by 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 valorisation of cultural heritage as well as documented high-level experience in the management of cultural institutions and sites”;  
Regulation (UE) 2016/679 of 27 April 2016;  
Legislative Decree no. 97 of 25 May 2016, and subsequent modifications;  
Decree Law no. 50 of 24 April 2017, converted, with modifications, by Law no. 96 of 21 June 2017  
Legislative Decree no. 101 of 10 August 2018, and subsequent modifications;  
Decree Law no. 22 of 1 March 2021, converted, with modifications, by Law no. 55 of 22 April 2021;  
Decree of the President of the Council of Ministers no. 169 of 2 December 2019;  
Decree of the President of the Council of Ministers of 24 June 2021 under registration;  
Ministerial Decree of Ministry of University, scientific and technological research no. 509 of 3 November 1999;  
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, on the “Organisation and operation of state museums”, and subsequent modifications;;  
Ministerial Decree of 21 February 2018, on the “Minimum Quality Standards for State Museums and Other Cultural Sites and Implementation of the National Museums System”;  
Ministerial Decree of 28 January 2020 no. 21;  
Ministerial Decree of 29 January 2020 no. 36;  
Note no. 19009 of 28 June 2021, with which the Minister has decided to proceed with a public selection of the Directors for Museo nazionale dell’Arte digitale, Parco archeologico di Cerveteri e Tarquinia, Parco archeologico di Sepino e Pinacoteca nazionale di Siena; and the notes of the Head of the Cabinet no. 11269 of 15 April 2021, of the Head of the Legal Office no. 13686 of 7 May 2021,



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of the Secretary General no. 6082 of 14 April 2021 and of the Director-General of Museums no. 6379 of 14 April 2021, with which they assent to the contents of this Decree;

Note of the Head of the Cabinet no. 22492 of 2 August 2021, which indicates that the National Museum of Digital Art will be located in Milan and that the director of the Sepino Archaeological Park may also be assigned the functions of director of the Regional Direction Molise museums.

Decrees:

Article 1

*(Purpose of the public selection)*

1. The Ministry of culture, henceforth termed “Ministry”, announces a public selection procedure for the appointment of the Director of the following non-general management status Office institution:

- *Museo nazionale dell’Arte digitale (Milano)*
- *Parco archeologico di Cerveteri e Tarquinia*
- *Parco archeologico di Sepino*
- *Pinacoteca nazionale di Siena.*

2. The Director is responsible for the overall management of the institution, as well as for the implementation and development of its cultural and scientific purpose, and performs the tasks described in Article 43, para. 4, of the Decree of the President of the Council of Ministers no. 169 of 2 December 2019.

3. In particular, the Director:

- a) Plans, steers, coordinates and monitors all of the institution’s management activities, including the organisation of shows and exhibitions, as well as the analysis, enhancement, communication and promotion of the institution’s heritage;
- b) Curates the institution’s cultural plan, ensuring that it is a vital, inclusive site capable of promoting the development of culture;
- c) In compliance with article 42 para 2, letter.e of the Decree of the President of the Council of Ministers no.169 of 2 December 2019, without prejudice to the powers of the Director of the Regional Directorate for State Museum (“*Direzione regionale Musei*”), the Director sets the cost of entry tickets, having conferred with the Directorate-General of Museums and the Regional Directorate of Museums, and in compliance with the guidelines drafted by the Director-General of Museums;
- d) Establishes the institution’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 Directorate of Museums and the Superintendence offices;



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- g) Guarantees a close collaboration with the local community, including with research and all other initiatives, also to expand the institution'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 with the competent Directorates-General and, for loans abroad, also with the Directorate-General of Museums; and, in any event, in compliance with article 13, para. 2, letter t), of the Decree of the President of the Council of Ministers no. 169 of 2 December 2019;
- i) Authorises the study of and publications regarding the materials on show and/or stored in the institution;
- l) Makes arrangements for the conferral of the institution'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. 169 of 2 December 2019;
- 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 and Cultural Institutions 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 and Cultural Institutions, including hosting the work-experience activities envisaged within the context of said training activities and programs;
- o) 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.
- p) Acts as a commissioning body ("*stazione appaltante*").

The Director is further required to carry out the tasks established by the Ministerial Decree of 23 December 2014 with reference to a Board of Directors and a Scientific Advisory Committee, bodies of those institutions that enjoy a special degree of autonomy.

4. The directors of Parco archeologico di Cerveteri e Tarquinia and Parco archeologico di Sepino also perform the functions of the Superintendent of Archeology, fine arts and landscape in the territory of their competence. With regard to these latter functions, the Archaeological Parks are subject to the direction, coordination and control of the Archeology, fine arts and landscape directorate.

5. The Director of the Parco archeologico di Sepino may also perform the functions of Directors of the Regional Directorate of Museums of Molise, without receiving any additional compensation. The job description for Director of the Regional Directorate of Museums is detailed in Article 42 of the Decree of the President of the Council of Ministers no. 169 of 2 December 2019, as well as in the Ministerial Decree of 23 December 2014.

6. With reference to the activities carried out by the directors of the institutes referred to in paragraph 1, the Directorate General for Museums, pursuant to article 18 of the decree of the President of the Council of Ministers of 2 December 2019, no. 169, exercises the powers of direction, direction,



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coordination, control and, in case of need, informed the Secretary General, summons and replacement, also on the proposal of the Regional Secretary.

#### 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 <https://servizionline.cultura.gov.it/> by 12.00 p.m. GMT of 10 September 2021.

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.

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 EU Regulation 2016/679 the Personal Data Protection



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Code as reported in the Italian Legislative Decree no. 196 of 30 June 2003, as amended by Legislative Decree no. 101 of 10 August 2018, exclusively for the purposes related to the completion of the procedure itself and for the subsequent activities related to the possible appointment, in compliance with the aforementioned legislation.

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 20 September 2021, 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 15-days 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 March 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 the Ministry for Universities and Scientific and Technological Research no. 509 of 3 November 1999, or equivalent educational university qualifications attained abroad and relating to the safeguarding, management and exploitation of cultural heritage;
2. Other academic qualifications (PHD, 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 protection, management and valorisation of cultural heritage;
2. Specific documented professional experience in the operation and/or management of museums, archeological sites and other cultural institutions, including the conservation and exploitation of



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collections, activity planning, human resource, financial and capital management; with regard to the National Museum of Digital Art, also specific documented professional experience concerning to the use of digital technology for the reproduction of works;

3. Complexity of the activities and/or facilities managed and the results achieved;
4. Specific competence relating to the collections of the institution for which the application was submitted;
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 institution 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 to the institution for which the application was submitted;
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 by Law no. 106 of 2014, the greatest weight shall be given to the possession of proven professional qualifications in the protection and valorisation 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 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 December 2021, at the offices of the Ministry of Culture, Via del Collegio Romano, 27, Rome.

At the time of the interview, the Board will identify three candidates for the institutions, to be proposed to the Director General of Museums.

6. The identification of the candidate to be assigned the position of management within the triad referred to in paragraph 3 is made, on the basis of the analysis conducted by the Commission and the final judgment expressed by the latter, by the Director General of Museums.

Article 6

*(Appointment to the post)*

1. The management positions of the Institutes referred to in Article 1, paragraph 1, are conferred by the Director General of Museums.

Article 7

*(Duration of the appointment)*



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1. The appointment will have duration of 4 years.
2. Pursuant to article 22, para. 7, of the Decree Law no. 50 of 24 April 2017, converted, with modifications, by Law no. 96 of 21 June 2017, the appointment can be renewed once for a further 4 years, after a reasoned decision based on a positive assessment of the results obtained during the first 4 years.

Article 8  
(Salary)

1. The gross annual salary expected to be paid for carrying out the office of director of the office institutes of non-general management level is equal to EUR 83,142.69, plus any resulting salary, depending on the annual evaluation of the director and on the amount of the available fund, for an amount up to a maximum of EUR 15,000.00.

Article 9  
(Treatment of personal data)

1. The data collected with the application for participation in the international public selection will be processed and used, pursuant to Regulation (EU) 2016/679 and the legislative decree No. 196 of 30 June 2003, as modified by the legislative decree No. 101 of 10 August 2018, exclusively for the purposes related to the completion of the procedure itself and for the subsequent activities related to the possible appointment, in compliance with the aforementioned legislation.
2. The data provided by the candidates may be entered in special databases and may be processed and stored, in compliance with the obligations established by current legislation and for the time necessary connected to the management of the procedure, in computer / paper archives for the necessary fulfilments which are the responsibility of the Ministry and the Board, as well as to fulfil specific obligations imposed by laws, regulations and EU legislation. The Ministry can entrust the data processing to a specialized company, which takes care of the specific IT platform for the submission of applications for participation.
3. The provision of data is mandatory and the refusal to provide the same will make it impossible to proceed with the evaluation of the application for participation in the selection, as well as the consequent and inherent fulfilments.
4. The personal data in question will be processed, in compliance with the provisions of the law, with the use of security measures to guarantee the confidentiality of the interested party to whom the data refer.
5. The data controller is the Ministry, with registered office in Rome, Via del Collegio Romano, 27 – 00186, whose functions are delivered by the Director General of the Organization. Authorized to the treatment are the subjects in charge of the selection procedure identified by the Ministry within the same procedure. Personal data may be disclosed to other subjects, public and private, when law or regulation requires this.
6. Personal data may be disclosed in compliance with the resolutions of the Italian Data Protection Authority. The list of candidates selected for the interview will be disseminated through publication through the institutional website of the Administration.
7. The interested party may exercise, under the conditions and within the limits set out in EU Regulation 2016/679, the rights provided for in articles 15 and following of the same: access to their



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personal data, rectification or cancellation of data, limitation of treatment, data portability, opposition to treatment. The interested party may also exercise the right to lodge a complaint with the Italian Data Protection Authority. These rights can be enforced against the Ministry of Culture - Directorate-General for Organization at the following email address [dg-or@beniculturali.it](mailto:dg-or@beniculturali.it). You can also contact the Ministry Data Protection Officer (DPO) at [rpd@beniculturali.it](mailto:rpd@beniculturali.it).

Article 10

*(Conduct and conclusion of the public selection)*

1. The Office responsible for this procedure is the Directorate-General for Organisation; the person in charge of the procedure is dr. Marisa Calvino, email: [infomusei@beniculturali.it](mailto:infomusei@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 January 2022. 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 90 days.

*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 and Other Cultural Institutions. The only legally valid version is the original Italian Call (*Decreto del Direttore Generale Organizzazione, rep.1450 del 4 agosto 2021*).

*Roma, 4 Agosto 2021*

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