



r. n. MK 24482/2023 OMG
in Prague on 1st September 2023

The Ministry of Culture announces a vacancy for the position of Directress/Director of the Museum of Czech literature, a semi-budgetary organisation

We require:

- completed university education, general knowledge of museum studies; prior activities in professional organisations is an advantage
- multiple years of experience in managing work teams
- knowledge of the principles of the activities and financing of a state-funded organisation
- knowledge of the organisation's field of activity and focus
- ability to manage complex systems, flexibility
- ability to work conceptually over the long term
- basic knowledge of sectoral legislation and the National Cultural Policy
- knowledge of the ICOM Code of Ethics for Museums
- knowledge of Czech at a communicative level, active knowledge of English, or alternatively German
- ability to communicate with the professional public, even at an international level, and to communicate with the media

Your application for participation in the selection procedure must include:

- the name of the selection procedure,
- name, surname, title, date and place of birth, nationality, place of permanent residence, identity card number (number of residence permit if a foreign national), correspondence address, telephone number, email address, date and a handwritten signature.

The following must also be submitted along with the application:

- a structured CV with details of previous employment and experience, professional knowledge and skills
- your concept of the activities and further development of the Museum of Czech literature, prepared as a document with a maximum of 5 standard pages and in the structure according to the annex to the job advertisement, see annex
- consent to the publication of the submitted concept
- cover letter
- consent to the processing of personal data to the extent of publication of the identification data "name and surname" of the successful candidate who advanced to the second round of selection procedure, on the website of job advertisement announcer,

based on Article 6 paragraph 1 letter a) Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, on the protection of natural persons in connection with the processing of personal data and on the free movement of such data and on the repeal of Directive 95/46/EC (general regulation on the protection on the protection of personal data) and in accordance with Act No. 110/2019 Coll. on the protection of personal data

- an authenticated copy of a document proving your university and highest attained level of education
- an original record from the Criminal Register, not older than 3 months (foreign nationals must provide a similar document)
- a negative vetting certificate according to Act No. 451/1991 Coll. (not required for foreign nationals and for persons born after 1 December 1971)
- a sworn statement of activities from the period between 25 February 1948 to 17 November 1989 in accordance with Section 2 of Act No. 451/1991 Coll. (not required for persons born after 1 December 1971)

We offer:

- salary in tariff T 16 (highest salary tariff), management premium, personal bonus for long-term high performance

Basic information and documents for those interested in the selection procedure can be found on the websites of the Ministry of Culture and the Museum of Czech literature:

- Medium-term concept for the development of the institution
- Deed of Foundation
- Annual Reports since 2018

Contact person: Mgr. Eva Teuerová, Department of Museums and Galleries, phone: +420 257 085 461, email: Eva.Teuerova@mkcr.cz

Please note

The selection procedure will be carried out according to rules to be approved by the Minister of Culture; the announcer reserves the right to cancel the selection procedure at any time.

The names of candidates who advance to the second round of selection procedure will be published on website.

The expected start date in the position is 1st January 2024.

Candidates must deliver their applications together with annexes to the filing office of the Ministry of Culture or send them by registered post so that they are delivered to the announcer **no later than 6th October 2023 inclusive** to the following address: the Department of

Museums and Galleries, Ministry of Culture, Maltézské náměstí 1, 118 11 Prague 1 in an envelope marked **ŘPNP – KONKURZ – NEOTEVÍRAT**.

Annex to the Job Advertisement

Medium-term (6 years) concept structure:

1. Mission, vision and shared values.
2. Strategic objectives:
 - a) Strategy of professional activities,
 - b) Investment strategy,
 - c) Financing strategies,
 - d) Personnel Strategy,
3. Sales and marketing strategy.
4. Assessment of the current state of the organisation.
5. Long-term objectives (beyond the medium-term).

Characteristics of a strategic management document:

- It characterises the organisation's mission, offers a medium-term vision and defines shared values,
- It describes the starting situation, defines the target situation at the end of the medium term, and outlines long term strategic objectives,
- It fully and comprehensively answers questions on changes to the organisational structure, justifying them with factual arguments,
- It presents a set of proposed measures of a professional, cultural, financial, operational and ownership nature,
- It is based on a credible analysis of the internal and external environment, or other appropriate analytical tools,
- It reflects current legislation governing the legal form of a semi-budgetary organisations and does not deviate from the existing legal framework,
- It bases long-term objectives exclusively on the prolongation of reasonable expectations of future development.