

**CULTURE**  
**DIRECTORATE-GENERAL FOR CULTURAL HERITAGE**

**Notice – 2nd Series**

**International selection procedure for a 1st-degree intermediate management position as Director of several dependent services**

1 – In accordance with the provisions of Articles 13 and 14 of the Legal Framework for Autonomous Management of Museums, Monuments and Palaces, approved by Decree-Law No. 78/2019 of 5 June, in conjunction with Article 1, paragraph 3, of Ordinance No. 223/2012 of 24 July, as amended and republished by Ordinance No. 263/2019 of 26 August, notice is hereby given, by order of the Director General for Cultural Heritage of 18 June, of the opening, for a period of 30 working days, from the date of the publication referred to in clause 2 of this notice, of an international selection procedure for admission, under a service commission, for a period of three years, to the position of 1<sup>st</sup> degree intermediate management as Director of the following organic units, as provided for in the personnel list of the Directorate-General for Cultural Heritage:

Reference A – Monastery of Alcobaça

Reference B – National Palace of Mafra

Reference C – Chiado Museum/National Museum of Contemporary Art/Anastácio Gonçalves House-Museum

Reference D – Music National Museum

Reference E – National Tile Museum

Reference F – National Coach Museum and annex in Vila Viçosa

Reference G – National Museum of Ethnology/Popular Art Museum

Reference H – National Theatre and Dance Museum

Reference I – National Costume Museum

2 – The recruitment procedure will also be published on the 3rd working day following the date of this publication in the Public Employment Pool ([www.bep.gov.pt](http://www.bep.gov.pt)), on the

DGPC's website, in Portuguese and English, as well as in national and international media.

The deadline for submission of applications counts from the date of publication of this notice in the Portuguese Official Gazette.

**3 – Functional content:** It is the responsibility of the Director to ensure the exercise of the powers defined in Article 12 of the aforementioned Legal Framework for Autonomous Management of Museums, Monuments and Palaces, as well as in Article 8 (1) of the Management Personnel Regulations, approved by Law no. 2/2004 of 15 January, amended and republished by Law no. 64/2011 of 22 December.

**4 – Monthly remuneration:**

EUR 2,996.21 plus a surcharge for representation expenses amounting to EUR 312.14, according to the remuneration status of Public Administration management personnel.

**5 – Estimate of the budget of the organic unit:**

In accordance with article 14(2)(g) of the Legal Framework for Autonomy of Museums, the programming budget shall be 10 % of the following total budgets:

Reference A – Monastery of Alcobaça – EUR 997.185,56

Reference B – National Palace of Mafra – EUR 1.264.762,77

Reference C – Chiado Museum/National Museum of Contemporary Art/Anastácio Gonçalves House-Museum – EUR 1.693.475,75

Reference D – National Music Museum – EUR 449.831,27

Reference E – National Tile Museum – EUR 1.175.022,21

Reference F – National Coach Museum and annex in Vila Viçosa – EUR 1.941.996,83

Reference G – National Museum of Ethnology/Popular Art Museum – EUR 1.251.970,37

Reference H – National Theatre and Dance Museum – EUR 730.612,65

Reference I – National Costume Museum – EUR 833.983,85

**6 – Requirements for admission to the procedure:**

In accordance with the terms defined in article 13 of the Legal Framework for Autonomous Management of Museums, Monuments and Palaces, candidates are

required to have a university degree, they may be recruited from within or outside the Public Administration, hold a Portuguese or other nationality, possess specific qualifications and technical competencies in museum studies or heritage-related areas found adequate for the performance of duties in the organic unit for which they are applying, as well as an aptitude for running, coordinating and managing.

#### **7 – Profile required:**

- a) Fluency in spoken and written Portuguese;
- b) Postgraduate studies in the disciplinary areas relevant to the position;
- c) Proven expertise in areas related to the specific organic unit;
- d) Technical aptitude and professional experience in running, coordinating and managing, preferably cultural equipment;
- e) High motivation and commitment to the public service during the term of office;
- f) Critical appraisal, leadership and innovation skills;
- g) Planning and organisational capacity;
- h) Ability to motivate and coordinate teams;
- i) Knowledge of the structure of Public Administration, of the legislation applied to cultural heritage and of contemporary cultural policies and challenges.

#### **8. Composition of the Selection and Evaluation Jury**

##### **Reference A – Monastery of Alcobaça**

###### **President:**

Engineer Bernardo Alabaça

(Director-General of the DGPC, with powers of delegation);

###### **Effective members:**

1st Dr. António Gomes de Pinho, President of the *Fundação Arpad Szenes-Vieira da Silva*;

2nd Architect Rui Florentino (Portuguese Architects Association);

3rd Professor Carla Varela Fernandes (*Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa*);

4th Professor Maria Luísa Pires do Rio Carmo Trindade (*Faculdade de Letras da Universidade de Coimbra*).

**Alternate members:**

1<sup>st</sup> Architect João Carlos Santos, Deputy Director-General of DGPC;

2<sup>nd</sup> Dr. Marina Bairrão Ruivo (*Fundação Arpad Szenes-Vieira da Silva*);

3rd Architect João Sequeira (Portuguese Architects Association);

4th Professor Alexandra Curvelo (*Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa*)

5th Professor Joana Filipa da Fonseca Antunes (*Faculdade de Letras da Universidade de Coimbra*).

**Reference B –National Palace of Mafra**

**President:**

Architect João Carlos Santos, Deputy Director General of DGPC

**Effective members:**

1st Dr. António Gomes de Pinho, President of the *Fundação Arpad Szenes-Vieira da Silva*;

2nd Dr. Maria João Torres da Silva (ICOMOS – International Council of Monuments and Sites);

3rd Professor José Manuel Aguiar Portela da Costa (*Faculdade de Arquitetura da Universidade de Lisboa*);

4th Professor Raquel Henriques da Silva (*Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa*);

**Alternate members:**

1<sup>st</sup> Dr. Rui Santos, Deputy Director-General of the DGPC;

2nd Dr. Marina Bairrão Ruivo (*Fundação Arpad Szenes-Vieira da Silva*);

3rd Professor João Mascarenhas Mateus (ICOMOS – International Council of Monuments and Sites).

4th Professor João Nuno de Carvalho Pernão (*Faculdade de Arquitetura da Universidade de Lisboa*).

5th Professor Nuno Senos (*Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa*);

### **Reference C – Chiado Museum/National Museum of Contemporary Art/Anastácio Gonçalves House-Museum**

#### **President:**

Dr. Fátima Marques Pereira, Deputy Director-General of the DGPC

#### **Effective members:**

1st Dr. Paulo Pires do Vale, Commissioner of the National Plan of Arts;

2nd Dr. Pedro Inácio (APOM – Portuguese Association of Museology);

3rd Professor Ana Luísa Rito da Silva Rodrigues (*Colégio de Artes da Universidade de Coimbra*);

4th Professor Fernando António Baptista Pereira (*Faculdade de Belas-Artes da Universidade de Lisboa*);

#### **Alternate members:**

1<sup>st</sup> Dr. Rui Santos, Deputy Director-General of the DGPC;

2<sup>nd</sup> Dr. Miguel Magalhães, Director of the Calouste Gulbenkian Foundation (Delegation in France);

3rd Dr. Manuel Furtado (APOM – Portuguese Association of Museology).

4th Professor Pedro Filipe Rodrigues Pousada (*Colégio de Artes da Universidade de Coimbra*).

5th Professor Cristina Azevedo Tavares (*Faculdade de Belas-Artes da Universidade de Lisboa*);

### **Reference D – National Music Museum**

#### **President:**

Engineer Bernardo Alabaça

(Director-General of the DGPC, with powers of delegation);

**Effective members:**

1st Gabriela Canavilhas, PhD, Non-Executive Director of the Oriente Foundation;

2nd Professor Nuno Bettencourt Mendes (Portuguese Association of Musical Education);

3rd Professor João Soeiro de Carvalho (*Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa*);

4th Professor António Augusto Aguiar (*Escola Superior de Música e Artes do Espetáculo*).

**Alternate members:**

1<sup>st</sup> Dr. Rui Santos, Deputy Director-General of the DGPC;

2nd Dr. Isabel Cordeiro, Member of the Board of Directors of *Centro Cultural de Belém*;

3rd Dr. Manuela Encarnação (Portuguese Association of Musical Education);

4th Professor Manuel Pedro Ferreira (*Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa*);

5th Professor Mário Azevedo (*Escola Superior de Música e Artes do Espetáculo*).

**Reference E – National Tile Museum**

**President:**

Dr. Rui Santos

Deputy Director-General of the DGPC;

**Effective members:**

1st Dr. António Monteiro, Chairman of the Board of Directors of the Millenniumbcp Foundation;

2nd Dr. João Neto (APOM – Portuguese Association of Museology);

3rd Professor Fernando Grilo (*Faculdade de Letras da Universidade de Lisboa*);

4th Professor Dr. João Brigola (University of Évora)

**Alternate members:**

1st Dr. Fátima Marques Pereira, Deputy Director-General of DGPC;

2nd Dr. Fátima Dias, Executive Director and Secretary-General of the Millenniumbcp Foundation;

3rd Dr. Sara Silva (APOM – Portuguese Association of Museology);

4th Professor Maria João Quintas Lopes Baptista Neto (*Faculdade de Letras da Universidade de Lisboa*);

5th Professor António Candeias (University of Évora)

**Reference F – National Coach Museum and annex in Vila Viçosa**

**President:**

Engineer Bernardo Alabaça

(Director-General of the DGPC, with powers of delegation);

**Effective members:**

1<sup>st</sup> Dr. António Monteiro, Chairman of the Board of Directors of the Millenniumbcp Foundation;

2nd Dr. Maria José Santos (ICOM Portugal);

3rd Professor Raquel Henriques da Silva (*Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa*);

4th Professor Vítor Manuel Guimarães Veríssimo Serrão (*Faculdade de Letras da Universidade de Lisboa*).

**Alternate members:**

1<sup>st</sup> Dr. Rui Santos, Deputy Director-General of the DGPC;

2nd Dr. Fátima Dias, Executive Director and Secretary-General of the Millenniumbcp Foundation;

3rd Dr. José Gameiro (ICOM-Portugal);

4th Professor Alexandra Curvelo (*Faculdade de Ciências Sociais e Humanas da Universidade Nova*).

5th Professor Maria João Quintas Lopes Baptista Neto (*Faculdade de Letras da Universidade de Lisboa*).

## **Reference G – National Museum of Ethnology/ Popular Art Museum**

### **President:**

Dr. Rui Santos

Deputy Director-General of the DGPC;

### **Effective members:**

1st Dr. Conceição Amaral, Chairman of the Board of Directors of the OPART;

2nd Dr. Pedro Inácio (APOM-Portuguese Association of Museology);

3rd Professor João Leal (*Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa*);

4th Professor Jorge Costa Feitas Branco (ISCTE – *Instituto Universitário de Lisboa*).

### **Alternate members:**

1st Dr. Fátima Marques Pereira, Deputy Director-General of DGPC;

2nd Dr. Isabel Maria Cuvreau de Mendonça Corte-Real, Curator of the Collection of *Caixa Geral de Depósitos*, Culturgest;

3rd Dr. Manuel Furtado (APOM-Portuguese Association of Museology);

4th Professor Catarina Alves da Costa (*Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa*).

5th Professor Nélia Susana Dias (ISCTE – *Instituto Universitário de Lisboa*).

## **Reference H – National Theatre and Dance Museum**

### **President:**

Dr. Fátima Marques Pereira

Deputy Director-General of the DGPC;

### **Effective members:**



1st Dr. Cláudia Belchior, Chairman of the Board of Directors of *Teatro Nacional D. Maria II*;

2nd Dr. Ana Mercedes Stoffel (ICOM Portugal);

3rd Professor Salwa Castelo-Branco (*Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa*);

4th Professor Maria Eugénia Afonso Vasques (*Escola Superior de Teatro e Cinema*);

**Alternate members:**

1<sup>st</sup> Dr. Rui Santos, Deputy Director-General of the DGPC;

2nd Dr. Sofia Pacheco de Campos Carvalho, Artistic Director of the *Companhia Nacional de Bailado*;

3rd Dr. Maria José Santos (ICOM-Portugal);

4th Carla Montez Fernandes, PhD, (*Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa*).

5th Professor David João Neves Antunes (*Escola Superior de Teatro e Cinema*).

**Reference I – National Costume Museum**

**President:**

Dr. Fátima Marques Pereira

Deputy Director-General of the DGPC;

**Effective members:**

1st Dr. Cláudia Belchior, Chairman of the Board of Directors of the *Teatro Nacional D. Maria II*;

2nd Dr. Pedro Inácio (APOM-Portuguese Association of Museology);

3rd Professor Alexandra Curvelo (*Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa*);

4th Professor Carlos Rosa (IADE – *Faculdade de Design, Tecnologia e Comunicação*);

**Alternate members:**

1<sup>st</sup> Dr. Rui Santos, Deputy Director-General of the DGPC;

2nd Dr. Sofia Pacheco de Campos Carvalho, Artistic Director of the *Companhia Nacional de Bailado*;

3rd Dr. Manuel Furtado (APOM-Portuguese Association of Museology);

4th Professor Raquel Henriques da Silva (*Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa*).

5th Professor Sandra Jurgens (IADE – *Faculdade de Design, Tecnologia e Comunicação*).

## **9 – Selection and evaluation criteria:**

Selection criteria will be based on Curriculum Evaluation, the Project Proposal that the candidate aims to implement in the organic unit, and a Professional Interview open to the public. The final result of each candidate will be expressed on a scale of 0 to 20, rounded to the nearest hundred, to be obtained by weighted average according to the following formula:

**Cf = Curricular Assessment (25 %) + Project/Cultural/Artistic Approach including the motivation letter for performing the job (55 %) + Professional Interview (20 %)**

The following criteria will apply for the parameters and their weightings to be considered in each selection method:

### **i) Curriculum evaluation – 25 %**

- Academic qualification – 40 %
- Vocational training – 15 %
- Professional Experience – 45 %

### **ii) Cultural/Artistic Project/Approach – 55 %**

Based on point 5, i.e. the estimated total budget for each organic unit and on the figures shown thereof, the following sub-criteria will apply:

#### **1. 15 % Motivation letter:**

It should provide information on how the cultural facility will be run and how it will be positioned in the cultural/artistic/patrimonial context at a local, national, and international level. It should also include future trends and factors of change.

## **2. 30 % Cultural programming:**

- A. Brief description of the mission and the strategic objectives of the cultural facility for which the candidate is applying, demonstrating the identity of the said equipment.
- B. Development programme for the cultural facility according to the global organisation of the Directorate General for Cultural Heritage – DGPC and in line with its mission.
- C. Presentation of the cultural programme according to the specificity of the facility for which the candidate is applying, addressing in particular: permanent, temporary and itinerant exhibitions designating, where necessary, the curators; presentation of multidisciplinary and cross-sectional cultural/artistic/patrimonial proposals in liaison with other cultural facilities of the DGPC.
- D. Development of a cultural mediation strategy linked to an educational service strategy, highlighting, and enhancing the heritage value of the cultural facility. This will be done by providing a differentiated offer that will meet the needs of various visitors, leading to a greater involvement and active participation of new audiences: vulnerable groups, migrant population, and minorities. To increase a continued relationship with the community, including both schools and associations. To present innovative models of cultural mediation, which stimulate new experiences and projects by using new technologies.
- E. Drawing up a communication plan that will include cultural programming and cultural facility identity, in liaison with the wider communication plan of the DGPC.

## **3. 30 % Cultural Heritage Management**

- A. Presentation of a collections management policy – mobile cultural heritage – taking into account compliance with the museum roles set out in Article 7 of the Portuguese Museums Framework Law (Law No. 47/2004, of 19 August): study and research; incorporation; inventory and documentation; conservation; safety; interpretation and exposure; education, as well as accessibility and inclusion, and digital transformation.

B. Proposal for a management strategy for the built heritage – immovable and integrated cultural heritage – considering the provisions of the Basic Law of Cultural Heritage (Law No. 107/2001 of 8 September). This should include measures to ensure study and research; inventory and documentation; conservation, restoration, and safeguarding; safety; stimulation, interpretation, and dissemination; education as well as accessibility and inclusion, and digital transformation.

#### **4. 25 % Management of Museums, Monuments and Palaces**

- A. Proposal for management tools to promote the economic, financial, and social sustainability of the cultural facility, identifying the operational resources, the required resources, and the relevant actors.
- B. Identification of national and international human resource needs and training programmes for cultural heritage professionals, particularly in areas related to digital, social, and economic transformations.
- C. Definition of funding strategies available from public, national, European, and international funds.
- D. Indication of measures to increase participation in networks and partnerships, including public and private entities, enabling the development of knowledge, scientific research as well as safeguarding and disseminating the collections.
- E. To stimulate networking, strengthen and expand partnerships and joint projects, disseminate knowledge and good practices of cooperation and communication between entities, with a view to promoting and enhancing the visibility of cultural equipment and attracting cultural patronage through the development of activities promoting the Cultural Heritage brand and Cultural Tourism.

#### **iii) Professional interview open to public – 20 %**

The interview consists of the presentation and discussion of the project/cultural and artistic approach where the following competencies will be evaluated:

- Empathy
- Ability to anticipate consequences
- Adaptability

- Motivation and organisation
- Critical appraisal and leadership
- Ability to communicate

## **10 – Submission of applications:**

10.1 – Applications should be addressed to the president of the selection board preferably on the following e-mail: [concursosdiretores@dgpc.pt](mailto:concursosdiretores@dgpc.pt)

10.2 – Applications may also be submitted to the President of the selection board by registered postal mail, with acknowledgement of receipt, until the deadline set in paragraph 1 of this notice. They should be addressed to the Directorate-General for Cultural Heritage, located at Palácio Nacional da Ajuda, 1349-021 Lisbon, or delivered personally to the Expedient Service, at the address indicated, within its working hours (9h00 to 12: 30 and 14: 00 to 17: 30).

10.3 – Applications must include the reference identification of this Notice, the full name of the applicant, the number and date of expiry of his/her civil identification card, date of birth, nationality, residence and postal code, telephone contact, and e-mail address, and must be accompanied, subject to exclusion or non-validity for assessment, by the following elements:

- i) Detailed *curriculum vitae*, dated and signed, with reference to current and past professional experience, dates of employment as well as professional training relevant to the position aspired, reference to the courses and vocational training completed, as well as other elements considered relevant for curriculum assessment;
- ii) Legible copy of the certificate of academic qualifications;
- iii) A legible copy of the supporting documents of completed vocational training, indicating the entity that promoted them, the period during which they took place and their duration;
- iv) A legible copy of any other document which the applicant considers relevant to the assessment of his/her career;
- v) Project/Cultural and Artistic Approach including the sub criteria provided for in (ii) of point 9 of this Notice.

10.4 – Only one of the references in paragraph 1 of this notice shall be accepted in each application. If the applicant wishes to apply for more than one position, he/she will have to submit one application per reference.

10.5 – Candidates who fail to indicate the reference of the selection procedure to which they are applying, or who do not comply with the provisions of the previous paragraph will be ruled out from the selection procedure.

10.6 – Candidates failing to submit documents proving compliance with the legal requirements of the procedure and those necessary to carry out their evaluation will be ruled out from the selection procedure.

10.7 – Failure to present any other documents determines that, for the purposes of evaluation, the facts or situations which should be proved shall not be assessed, except in the case of mere irregularity or where it is admitted that the non-submission was due to causes not attributable to the applicant's deceit or negligence. In such cases, the selection board may, on its own initiative or at the request of the applicant, grant an additional time limit for submission of documents.

10.8 – The selection board is entitled to request from any candidate, in case of doubt about the situation described, authentic or authenticated documents proving his/her statements.

10.9 – Candidates may submit the application documents in Portuguese or English, albeit the President of the selection board may request a translation into Portuguese, if justified.

#### **11 – Notification of candidates:**

Notification of candidates shall be made preferably to the e-mail address indicated in the application. Candidates will be notified of the outcome of the selection procedure, and there will be no hearing of the interested parties, as set out in Article 21(13) of Law no. 2/2004 of 15 January, as amended by Law no. 64/2011, of 22 December.

#### **12 – Legislation applicable:**

Legal Framework for Autonomous Management of Museums, Monuments and Palaces, approved by Decree-Law no. 78/2019 of June 5; Statute of Management Personnel of the Services and Entities of the Central, Regional and Local State Government, approved by Law no. 2/2004 of January 15, amended by Laws no. 51/2005, of August 30, 64-A/2008, of 31 December, 3-B/2010, of 28 April, and 64/2011, of 22 December;

Decree-Law no. 115/2012 of 25 May, approving the organizational structure of the Directorate-General for Cultural Heritage, as amended by Decree-Law no. 102/2015 of 5 June, 205/2012 of 31 August and 78/2019 of 5 June; Ordinance no. 223/2012 of 24 July, approving the nuclear structure of the Directorate-General for Cultural Heritage, amended and republished by Ordinance no. 263/2019, of 26 August. In everything not expressly provided for in this Notice, the selection procedure will be governed by the updated provisions of the General Law on Employment in Civil Service (*Lei Geral do Trabalho em Funções Públicas*), approved as an annex to Law no. 35/2014, of 20 June, by the Constitution of the Portuguese Republic and by the Code of Administrative Procedure.

**13** – In compliance with Article 9(h) of the Constitution of the Portuguese Republic, the Public Administration, as an employer, actively promotes a policy of equal opportunities between men and women in access to employment and career progression, providing scrupulously to avoid any form of discrimination.

**14** – Any false statements made by the candidates will be punished in accordance with the law.

18 June 2020 – The Director of the Planning, Management and Control Department,  
*Susana Alexandra de Almeida Martins*.