

## **RULES FOR THE INTERNATIONAL CALL FOR APPLICATIONS TO FILL THE POST OF ARTISTIC DIRECTOR OF THE MUSEO PICASSO MÁLAGA (MPM) [www.museopicassomalaga.org](http://www.museopicassomalaga.org)**

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For the last two decades, the MUSEO PICASSO MÁLAGA (hereinafter, the MPM) has been fulfilling its purpose of preserving, exhibiting and promoting the works of Pablo Picasso, as well as displaying the relevant work of other earlier or later artists, to generate greater awareness of art.

The museum's history shows its constant commitment to the works of Picasso in particular, and to art and its social role in general.

In November 2022, the Board of the *Fundación Museo Picasso Málaga. Legado Paul, Christine y Bernard Ruiz-Picasso* (hereinafter, the MPM) commissioned a working group from the Board to design and activate the call for applications and selection process for the position of Artistic Director, which will become vacant on 31st December 2023.

The selection process will be subjected to the principles of merit, ability, suitability and transparency. The evaluation will be carried out by a Selection Committee made up of renowned professionals in the field of culture.

The MPM Executive Board has decided to put forward an international call for applications to fill the post of Artistic Director at the MPM, based on the following

### **RULES**

#### **ONE: Object.**

1.1. The object of this process is to fill the post of Artistic Director at the MPM.

#### **TWO. Duties.**

2.1. Under the authority of the Executive Board, the Artistic Director of the MPM has the following duties:

- To direct the artistic contents of the MPM's activity.
- To coordinate and plan the activities of the departments of which they are in charge.
- To manage the museum's permanent collection.
- To facilitate and coordinate the MPM's collaboration with the Fundación Almine y Bernard Ruiz-Picasso.
- To design and manage the MPM's exhibition programme and cultural activities.
- To supervise the museum's educational activities as well as those related to the library and the archive.
- To safeguard the protection and conservation of the MPM's cultural and artistic heritage.
- To strengthen and coordinate the MPM's research office.
- To promote cooperation with similar institutions in Spain and abroad.
- To represent the museum and perform whatever management and representation duties are required and so requested by the MPM's Executive Board.

2.2. Whoever is selected for the post must accept the position, promise to perform their duties well and faithfully, and sign a private senior management contract, regulated by Royal Decree 1382/1985, of 1st August, for a period of at least five years, which may be renewed for a further five years.

2.3. Remuneration for the position of Artistic Director of the MPM will be as follows:

- Salary: 80,000 € gross per year.
- Supplement: Allowance of up to 35,000 € per year for accommodation, and up to 5,000 € per year for private travel expenses.

These payments will be updated on an annual basis in line with the general cost of living index in the province of Malaga.

### **THREE. Instructions about the procedure and shortlist of candidates.**

3.1. A shortlist of candidates will be drawn up by verifying the documents provided and ensuring the requisites are met, which shall be instructed by a Management Commission made up of:

- Salomón Castiel Abecasis
- Álvaro Díaz Rodríguez
- Paloma Alarcó Canosa
- José M<sup>a</sup> R-Ponga Salamanca

3.2. This Commission will permanently report to the MPM Executive Board, chaired by Bernard Ruiz-Picasso.

### **FOUR. Selection Committee.**

4.1. The Committee will comprise a minimum of five, and a maximum of seven members, who will be nominated by the MPM Executive Board by 31st March at the latest. The nominated members must accept their appointment and their obligations before 15th April. Said obligations include personally or telematically attending meetings and interviews, objectively assessing candidacies, and respecting the confidentiality of their agreements and deliberations, as well as the confidential nature of the candidacies.

4.2. Once the Selection Committee has been formed and confirmed, it shall be announced on the MPM web page, as from 15th April, with a brief reference to the members' professional careers.

4.3. The Selection Committee is responsible for assessing the nominations and the documents submitted, and for participating (whether in person or telematically) in the corresponding personal interviews. Members of the MPM Executive Board may also attend the interviews.

4.4. The Selection Committee will have technical discretion to evaluate the submitted candidacies, adjusting to meet the criteria established in these rules, and their majority decisions will be adopted collectively. The function of the Selection Committee is to submit the best three candidacies to the MPM Executive Board, with a reasoned assessment of each candidate.

4.5. The members of the Selection Committee must refrain from performing their duties in any cases in which there may be a conflict of interests, and in all other cases they must expressly declare in an affidavit that there is no conflict of interest.

4.6. The MPM will bear the costs of travel, accommodation and per diems that the Committee members incur in through their participation in face-to-face or online sessions.

#### **FIVE. Requisites for candidacies.**

In order to be accepted in the selection process, candidates for the post must meet the following requirements on the last day for submitting applications:

5.1. Be in one of these two situations:

a) Have the nationality of an EU member state or of any state whose citizens are entitled, under international treaty, to freedom of movement within the European Union.

b) Have sufficient authorisation to live and work in Spain, and to apply for the offered position.

5.2. Hold a bachelor's degree or similar higher education qualification in areas of knowledge related to fine arts, history of art, or humanities.

5.3. Have a thorough command of written and spoken Spanish and English. Knowledge of other languages will be considered an additional asset.

5.4. Have at least ten years' demonstrable professional experience coordinating or leading teams in areas of work related to fine arts or history of art. Their career must include positions of responsibility in managing or directing modern and contemporary art collections or museums, with special reference to European and American art. Knowledge of the work of Pablo Picasso will be considered an additional asset.

#### **SIX. Transparency of the call, submitting candidacies and their correct format.**

6.1. These rules will be published in full no later than **21st March 2023** on the MPM website and, once they have been published on the website, a summary will be published in general and specialised press & media, both in Spain and abroad.

6.2. Candidacies must be prepared using the form given in Appendix I, and must be submitted in a closed envelope addressed to the Museo Picasso Málaga Management Commission:

- Sent or handed in physically to the MPM registry at calle San Agustín nº 8, 29015 Malaga (Spain).

- Sent online, by email to [comisiongestion@mpicassom.org](mailto:comisiongestion@mpicassom.org).

6.3. **The deadline for submitting applications ends at 8 p.m. on 27<sup>th</sup> July 2023.** Submitting an application entails unconditional acceptance of these rules.

6.4. All applications must be sent to the "Candidacies Management Commission" in an envelope with two separate groups of documents:

**Group 1 Documentary requirements to apply for the position of Artistic Director of the MPM.**

The following documents must be included in this group:

- Form to take part in the call for applications (Appendix I), correctly completed and signed.
- Copy of ID, passport or resident's permit for the person applying for the post and, where applicable, supporting document to show that the person in question fulfils one of the circumstances envisaged in point 5.1 above.
- Certificate(s) that show(s) one or more of the qualifications referred to in point 5.2 above and, where applicable, which show(s) the language proficiency referred to in point 5.3.
- Certificate(s) that show(s) the professional experience referred to in point 5.4.
- Affidavit stating that the person in question is not legally disqualified or in any equivalent situation.
- Short CV of up to a maximum of 3 pages (format: DIN A4, 1.15 line spacing, arial 12 font), written in Spanish and English.

**Group 2 Documents that will be subject to evaluation:**

- Detailed CV, also written in Spanish and English, which must include the start and end dates of each professional experience, as well as the duties performed as part of each job.
- Three or more letters of introduction that include recommendations from people of recognised standing in the area of modern and contemporary art or in the museum industry.
- Official qualifications and certificates corresponding to main education and specialised training, for example in the area of modern and contemporary art or in museum studies.
- Certificates of having taken part in national and international courses, conferences or seminars.
- References to any publications produced in the area of visual arts that will enable the Selection Committee to locate them for assessment.
- Proof of any official recognition obtained in the field of art and culture.
- **Outline of the cultural and museum project**, in Spanish and English, on a minimum of 20 and a maximum of 30 pages (format: DIN A4, 1.15 line spacing, arial 12 font), that the candidate proposes to implement from their position as Artistic Director at the MPM over the next 5 years. The outline must define the lines of action, objectives and programme, as well as the material, budgetary and human resources required for the project's development. It must also include the short-, medium- and long-term priorities, with specific reference to estimated costs and revenue. To help with preparing this project outline, the MPM's budget for 2023 it is available on the MPM website (Transparency portal) with these rules, along with the museum's functional organisation chart.

**SEVEN. Development of the selection process.**

The Management Commission, assisted by the MPM's legal services, will check the requirements have been met in each application by **28 th July 2023** at the latest, and, where applicable, it will immediately email any candidates to request they urgently rectify any remediable defects.

The deadline for receiving rectifications will end on 9 th August at 8:00 p.m.

Once the deadline for submitting applications and rectifications has ended, the Management Commission will dismiss any candidacies that do not meet the minimum requirements established in rule FIVE, or which have not responded to the request for rectification, or which have been submitted outside of the deadline for either the application or the rectification, where applicable.

The Management Commission will notify each candidate by email by 1st September at the latest, informing them as to whether their application has been admitted or dismissed. It will draw up a confidential list of admitted and dismissed candidates, which it will email to the Selection Committee no later than 5th September.

By 20th September at the latest, the Selection Committee will make its assessment of the candidacies that it was given and choose the six candidates with the highest score.

Based on this assessment, the Management Commission will schedule **personal interviews with the six candidates with the highest score**, which will take place at the Museo Picasso Málaga between 25th September and 6th October, on the dates and at the times agreed with each candidate. The members of the Selection Committee and, where applicable, also the members of the Executive Board who so wish, will participate in person or telematically in said interviews.

The Selection Committee will choose the three best candidates no later than 17th October, giving reasons for their decision, and will bring them before the MPM Executive Board via the Management Commission.

The Executive Board will call a session of the Board, which shall be held before 27th October. The MPM Board will freely decide between the three candidates chosen by the Selection Committee, and it will inform the selected candidate to occupy the post of Artistic Director of the MPM by email in the following 24 hours.

The candidate chosen to occupy the post of Artistic Director of the MPM will need to accept the appointment by email, and then they will be required to go to Malaga to take possession between 8th and 17th November. They will start work on the design for the 2024 programme from 1st December.

On 1st January 2024, the selected candidate will commence full duties as Artistic Director.

#### **EIGHT. Assessment of merits.**

The Selection Committee will assess the candidates based on the documents provided in Group 2, according to the following:

The maximum score that each member of the Selection Committee can give each candidate will be 110 points, distributed as follows:

- **Assessment of the CV** (experience and training): up to a maximum of 50 points, according to the following criteria:

1. Academic excellence: up to a maximum of 10 points.
2. Specialised training in modern and contemporary art, and/or museum studies: up to a maximum of 10 points.
3. Actual professional experience in management tasks: up to a maximum of 10 points.

4. Professional experience in cultural management and team coordination: up to 10 points.

5. Professional experience in museum studies and resource management: up to 10 points.

- **Assessment of professional career** and personal impression: up to a maximum of 30 points, according to the following criteria:

1. Leadership, communication, planning, decision-making and conflict resolution skills: up to 10 points.

2. Institutional representation abilities and suitability for the job: up to 10 points.

3. Research history in the area of art and museum studies: up to 10 points.

- **Assessment of the Project:** up to a maximum of 30 points, according to the following criteria:

1. Interest of the Project: up to 10 points.

2. Feasibility of the proposal: up to 10 points.

3. Continuity or link with the MPM's history: up to 10 points.

#### **NINE. Assessment of the interview.**

Each member of the Selection Committee may, freely and without limitation, review the scores assigned to each candidacy after the six interviews have finished.

Then each member of this Committee will make a list with the six interviewed candidates in order of highest to lowest score obtained, and the committee will send this list to the Management Commission before 19th September (by email to [comisiongestion@mpicassom.org](mailto:comisiongestion@mpicassom.org), who will draw up the definitive general list from which the three highest-scoring candidates will be taken.

#### **TEN. Notifications**

After consulting with the other members, each member of the Selection Committee will email the revised score for each candidacy after interview, to the Management Commission. The candidates will not be notified of this revised score.

The Management Commission will email the final result of the individual assessment, without a breakdown of the points obtained in each criterion, to each of the candidates who have successfully passed the pre-selection process.

#### **ELEVEN. Selection proposal.**

The Management Commission, along with any members of the Executive Board who so wish, may, if they deem it appropriate, call the six candidates who have already been interviewed by the Selection Committee back for a second interview (this time telematically), before proposing the three best candidates to the MPM Board.

#### **TWELVE. Documents to be submitted before signing the contract.**

The Management Committee will call the candidate chosen by the Board to submit all the original documents required to complete the file, within three working days as from the day after receiving notification, by the means indicated in point 6.2 above.

**THIRTEEN. Confidentiality.**

All the participants in the selection process undertake to guarantee absolute confidentiality and due discretion of all deliberations, information and personal and professional details of the candidacies received, of which they have had knowledge due to their participation in this selection process, with the exceptions that have been established to ensure the necessary transparency and competition required by law. The name of the person who has been chosen to occupy the position in question shall only be made public by an announcement on the MPM web page and by any other means that the MPM wishes.

**FOURTEEN. Personal data processing.**

Personal data provided during the selection process will be included in a file to be processed by the MPM as the owner responsible for said file, according to the duties attributed to it and within the scope of its powers. The file will be included in the MPM's register of processing activities.

Any interested party may exercise their rights of access, rectification, cancellation and objection regarding their personal data, in accordance with the provisions laid down in the applicable rules on the protection of natural persons as regards personal data processing and on the free movement of said data, and by means of a guarantee of their digital rights.

**FIFTEEN. Publicity.**

These rules and the call for the selection process will be published on the MPM web page. In addition, they may be disclosed in other communication channels that the MPM deems appropriate.

**SIXTEEN. Additional information and queries.**

Any interested party in this selection process may request additional information and put forward any queries they deem necessary regarding the process itself, while said process is ongoing, by sending an email to the following specific address [consultas@mpicassom.org](mailto:consultas@mpicassom.org).

All queries will be treated and answered by email within a maximum of five working days. No queries will be admitted from candidates who have not passed the pre-selection process due to not meeting the requirements set in Rule five, or who have applied once the deadline has passed.

**APPENDIX I**

**FORM TO BE CONSIDERED AS A CANDIDATE FOR THE POSITION OF ARTISTIC DIRECTOR OF  
THE MUSEO PICASSO MÁLAGA**

DETAILS OF THE CANDIDATE

Surname:

Name:

Nationality:

ID / DNI [Spanish personal ID] / NIE [ID for foreigners in Spain] / Passport (please specify country of issue):

Place and date of birth:

Address:

Town:

Province:

Post code:

Telephone:

email:

The undersigned requests to be admitted in the selection process for the position of ARTISTIC DIRECTOR of the Museo Picasso Málaga. and DECLARES, under their own responsibility, that the details given above are correct and true, and that they meet the conditions required in the call, undertaking to prove all the details given by email and attached to this application, and to do so by submitting original documents should they be chosen for the position.

In \_\_\_\_\_, on \_\_\_ of \_\_\_\_\_, 2023

Signed: \_\_\_\_\_

TO THE MANAGEMENT COMMISSION OF THE FUNDACIÓN MUSEO PICASSO MÁLAGA BOARD