



Ref. No. MK 63722/2024 OUKKO
Prague, 2 September 2024

The Ministry of Culture announces a selection procedure for the position of Director General of the National Theatre, a state-funded organisation

Job duties:

- to manage the National Theatre state-funded organisation in terms of personnel, professional, economic, investment and operational aspects, and to perform related legal and other acts in accordance with legislation and other regulations and in accordance with the organisation's charter of incorporation
- to take responsibility for the organisation's strategic and conceptual development
- to prepare short-term, medium-term and long-term plans for the organisation's activities and to participate in the preparation of the budget
- to actively seek suitable sources of funding and to manage project activities
- to take responsibility for the artistic and professional activities of the organisation and the fulfilment of its basic functions (in particular the provision of public cultural services in accordance with Section 2 of Act No. 203/2006 Coll., on certain types of support for culture and on amendments to certain related acts, as amended)

We require:

- completed tertiary education in a Master's programme of study
- integrity*)
- experience of 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 work conceptually in the long term
- knowledge of legal industry and other regulations
- active knowledge of English or German
- ability to communicate with the professional public, even at an international level, and to communicate with the media

*) a person who has been convicted of a deliberate criminal act committed in connection with the objects of activities of a state-funded organisation or similar objects of activities, or an offence against property, shall not be considered to be of good repute unless he or she is regarded as not having been convicted

We offer:

- a proportionate salary (15th pay level), a management bonus, a personal bonus and 5 weeks of holiday.

Your application for the position in the selection procedure must include:

- the name of the selection procedure – “National Theatre Director General”,
- your name, surname, title, date and place of birth, nationality, contact address, telephone number, email address, date and a handwritten signature.

The following must also be submitted together with the application:

- a structured professional CV with details of previous employment and experience, professional knowledge and skills**),
- a cover letter**),
- consent to personal data processing to the extent of publication of the candidate's identification data “name and surname” on the website of the Ministry of Culture on the basis of Article 6(1)(a) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) and in accordance with Act No. 110/2019 Coll., on the processing of personal data,
- an authenticated copy of a document proving your highest attained level of education,
- an original record from the Criminal Register, no older than 3 months (foreign nationals must provide a similar document)

Candidates who advance to the second round will be invited to submit:

- your concept of the activities and further development of the National Theatre, prepared as a document with a maximum of 15 standard pages and in the structure according to the annex to the job advertisement**),
- consent to the publication of the submitted concept**),
- 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).

Candidates will be given a time limit of no less than 2 months to submit these documents.

**) in Czech or English

Contact person: Mgr. Tereza Siegllová, Department of Arts, Libraries and Creative Sectors, phone: +420 257 085 208, email: Tereza.Siegllova@mk.gov.cz

Please note:

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

The Ministry of Culture promotes gender equality and diversity within its service/work sites and jobs.

All personal data are processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (GDPR) and in accordance with Act No. 110/2019 Coll., on the processing of personal data.

Consent to personal data processing, which is required by the Ministry of Culture, may be withdrawn by the candidate at any time. The candidate as a data subject has the right to request access to his/her personal data from the Ministry of Culture as the controller, the right to request that the controller correct or update these personal data, and finally the right to request that the controller delete his/her personal data. Detailed information on the procedure for exercising the rights of data subjects with reference to the legislation in force can be found here: [Information on personal data processing at the Ministry of Culture of the Czech Republic | mk.gov.cz](https://mk.gov.cz/informace-o-ochrane-osobnich-danych)

The expected start date in the position is: **1 August 2028.**

Candidates must deliver their applications with annexes to the Ministry of Culture by **no later than Monday 30 September 2024 inclusive:**

- via a postal service provider to the address: **Ministry of Culture, Department of Arts, Libraries and Creative Sectors, Maltézské náměstí 1, 118 00 Prague 1,**
- in person at the office of the authority at the above address, or
- electronically via the data box address **8spaaur.**

The envelope or data message containing the application form with annexes must be marked with the words: **“Do not open – Selection procedure for the position of National Theatre Director General”.**

Annex

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 setting, or other appropriate analytical tools,
- It reflects current legislation governing the legal form of a state-funded organisation and does not deviate from the existing legal framework,
- It bases long-term objectives exclusively on the prolongation of reasonable expectations of future development.