



Public notice of preliminary selection for the position of General Manager

1. Purpose

Pursuant to the provisions of the Statutes of the Fondazione Arturo Toscanini, with particular reference to art. 9, lett. g) regarding the appointment on the part of the Board of Directors, and art.11 regarding the requisites for the position and the tasks of the General Manager, and in implementation of the resolutions of the Board of Directors approved during the meeting of 15 September 2023, the Fondazione Arturo Toscanini announces a public preliminary selection process to identify subjects who may be interested in accepting the position of General Manager of the Foundation, emphasizing the need for this notice to be circulated as widely as possible, in the interest both of the Foundation and of potential candidates.

2. Activities and Tasks of the General Manager

Pursuant to art.11 of the Statutes, herein endorsed in full, the General Manager shall be identified from among a group of individuals with specific, demonstrable experience in the administration of cultural institutions, and shall operate according to the guidelines and within the terms established by the Board of Directors, with the aim of pursuing the institutional purposes of the Foundation as indicated in art.2 of the Statutes. Within this framework, the General Manager shall be entrusted with preparing the budget and the artistic activity programs, and, in strict compliance with the budgetary limitations, directing and coordinating the production activities of the Foundation and the activities instrumental thereto and connected therewith.

3. Requisites for participation

At the date of this Notice, candidates must demonstrate that they have several years' supervisory experience in the direction, organization and management of cultural institutions, with particular reference to musical production. Specifically, they must be able to document their experience and professional abilities at national and/or international level.

In addition, candidates must, at the date of the publication of this Notice, and upon penalty of exclusion:

- a) have a university degree (or equivalent) or a first-level higher education diploma in music;
- b) if not Italian, have an adequate knowledge of written and spoken Italian.

If appointed, candidates must undertake not to carry out functions and activities (including artistic) in competition with those of the Foundation.

4. Application to take part

Applications must be presented exclusively as indicated in the attachment to this Notice, and must contain, or state, the following information on the candidate, upon penalty of exclusion:

- a) date and place of birth;
- b) registered residence;
- c) domicile, telephone number and e-mail address to which all communications regarding the selection process are to be sent;



- d) citizenship;
- e) academic qualifications;
- f) a good knowledge of written and spoken English;
- g) if not Italian, an adequate knowledge of written and spoken Italian;
- h) the existence, at the time of sending the application, of other employment relationships, indicating the type, duration and employer;
- i) unreserved acceptance of all the conditions set forth in this Notice.

The application must be presented together with the following documents, upon penalty of exclusion:

- a) curriculum detailing the candidate's education, training and professional experience, drafted in European format, signed on each page and dated;
- b) a signed copy of a valid identity document.

The signatures at the bottom of the application, the curriculum and the copy of the identity document do not require authentication.

False statements will disqualify the candidate from the preliminary selection process, and will result in the application of the sanctions provided for by the Italian Code of Criminal Procedure and the pertinent legislation.

5. How and when to submit an application to take part

Candidates must send the application to take part, with the necessary documentation enclosed, drafted in the way and according to the criteria provided for and contained in this Notice.

The application, including attachments, must be sent, upon penalty of inadmissibility, exclusively **by registered mail with return receipt, or by registered mail through an authorized agency, or by e-mail, by 6.00 p.m. on Tuesday 31 October 2023**, to the following address:

Hard copy address:

**Fondazione Arturo Toscanini
Ufficio del Personale
Viale Barilla 27/A
43121 Parma (Italy)**

For e-mail applications:

Registered e-mail (PEC): personale@pec.fondazionetoscanini.it.

Please note that no applications will be accepted after this deadline.

The application envelope or the subject line of the e-mail must include the following notation: "**Candidatura a Sovrintendente**"["Application for the post of General Manager"].

6. Publication of the Notice

This Notice and the pertinent attachment can be consulted and downloaded from the website of the Foundation, at the following address: <http://www.fondazionetoscanini.it/amministrazione-trasparente/bandi-e-gare/>.

The Notice will also be publicized in websites, selected portals and specialized national and international magazines.



7. How candidates are chosen

The Foundation, or the Board of Directors on its behalf, shall assess the applications and the documentation provided therewith, in order to reduce applications to a shortlist of names, and may then invite the candidates on said list to an individual face-to-face interview. The Foundation reserves the right to select the General Manager based on the assessments and outcomes of the above, at the exclusive discretion of the Board of Directors.

8. Financial and legal conditions

The General Manager's remuneration shall be established by the Board of Directors, in agreement with the candidate chosen.

The working relationship shall be governed by the contract signed by the parties, and unless otherwise provided for, by the national collective bargaining agreement for managers of companies producing goods and services.

The appointment, if made, will have a maximum duration of five years, without prejudice to the current Statutes of the Foundation, with particular reference to art. 11, para. 1 of the same.

9. Privacy policy and processing of personal data

Controller: in conformity with Art. 13 of EU Regulation no. 2016/679 pertaining to the protection of natural persons with regard to the processing of personal data and the free movement of such data, this is to inform you that, as the Controller, the Fondazione Arturo Toscanini processes the personal data provided by the Data Subject and contained in the application with the sole purpose of managing the application process and selection of applications received and any relationship resulting from this.

Purposes and processing of personal data: the personal data (name and date/place of birth, address, accounting data and contact information) will be processed using manual and computerized tools within the context of and according to the purposes specified above and always in compliance with their security and privacy. The Fondazione Arturo Toscanini guarantees that personal data will be processed in full respect of fundamental rights and freedoms, as well as the dignity of the Data Subject, especially as concerns privacy, personal identity and right to protection of personal data. Provision of the personal data covered by this privacy policy is mandatory for taking part in the selection process. In the event these data are not provided correctly, registration and participation in the audition selection process will not be possible and will preclude evaluation of the candidate.

Communication of personal data: the personal data provided will be processed by the Controller and personnel specifically assigned to perform the activities involving the functions outlined above. Carrying out processing operations could require that the personal data be communicated to specifically-appointed external companies.

Duration of the processing: duration of the processing will be limited to a period not to exceed the duration of the position covered by the application; subsequently, for applicants not accepted, personal data in hard copy form will be destroyed and erased from the systems of the Controller, except as provided for by law and legal proceedings;

Rights of the Data Subject: in conformity with, and within the limits and conditions provided for in the legislation regarding the exercising of the rights of the Data



Subject involving the processing covered by this privacy policy, the Data Subject has the right to:

- request confirmation of whether his/her personal data are being processed;
- access the personal data concerning him/her;
- regarding his/her personal data, request the correction, cancellation, and notice of correction and cancellation to those who may have received the data;
- request restriction of processing as provided for by law;
- require the portability of the personal data he/she furnished, as provided for by law;
- oppose the processing of his/her data and, specifically, oppose decisions involving him/her if based solely on automatic processing of the data, including profiling;
- lodge a complaint with the Data Protection Authority as provided for in Art. 77 of EU Regulation no. 2016/679, if he/she believes that the processing involving him/her violates the norms of the Regulation itself.

The Data Subject may exercise his/her rights regarding the privacy and protection of personal data by sending an e-mail request to the Controller at the following address: privacy@fondazionetoscanini.it.

10. Final provisions

For anything not expressly provided for in this Notice, please refer to the national legislative, regulatory and contractual regulations, and to the Statutes of the Foundation. The Notice published in Italian is to be considered the only true and valid version.

The Foundation reserves the right to invite candidates directly identified by the Foundation to take part in the preliminary selection process that is the object of this Notice, without prejudice to the terms set forth in art. 5.

The Foundation reserves the right, at its sole discretion, to prolong, suspend or withdraw this Notice at any point.

The preliminary selection process that is the object of this Notice is not in any way binding upon the Foundation to make or decline to make the appointment.

The Foundation reserves the right to make changes to any part of its Statutes at any time.

Parma, 25 September 2023

The President of the Fondazione Arturo Toscanini
Paolo Pinamonti