



Rijeka 2020 LLC
Ivana Grohovca 1/a
51000 Rijeka, Croatia
VAT No: 65319684857

On 13/02/2017, the company RIJEKA 2020 LLC issued the following

JOB ANNOUNCEMENT

for the position: **Culture Director**, one employee (m/f), full-time

Job description

The Director of the Sector for Culture manages the work of the Sector for Culture and is directly in charge of the cultural, artistic and educational content of the European Capital of Culture 2020 programme and its implementation.

Place of work

Rijeka, Primorje-Gorski Kotar County, Republic of Croatia

Requirements

- University Master's Degree, Integrated University Master's or Vocational Degree in humanities, social sciences or the arts (VI/VII-1 level of professional qualification)
- At least 4 years of work experience at similar jobs
- Knowledge of current trends on the international art and cultural scene
- Computer skills
- Professionalism, work ethic and organisational skills
- Communication skills
- Fluent written and spoken English

Applications from qualified candidates of both genders are encouraged

Together with their job application, candidates are obliged to submit:

1. Proof of professional qualification (copy of diploma)
2. Proof of total work experience (printout of the digital records held by the Croatian Pension Insurance Institute or a certificate verifying the information in the records of the Croatian Pension Insurance Institute, or equal proof if the candidate is a foreign citizen)
3. proof of at least 4 years of work experience at similar jobs, detailing the types of work the candidate performed and the periods in which that work was performed (copies of contracts, decisions or certificates from employers), and which is recorded in the proof of total work experience
4. Proof of fluency in written and spoken English (copy of certificate, confirmation, diploma or similar document)
5. Copy of identity card or passport, i.e. other public document serving as proof of citizenship



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6. Curriculum vitae from which it is evident that the candidate meets the requirements for the job position
7. Motivation letter (up to 6000 characters)

In addition to the compulsory attachments listed above, candidates may also attach other documents to serve as proof of their knowledge, skills or work experience (copies of certificates on the completion of a course or workshop certificates, letters of recommendation, etc.) – up to 5 attachments.

Language of application

The application and the aforementioned compulsory attachments must be written in Croatian or English and in the Latin script, or must be certified translations to Croatian or English issued by a certified court interpreter.

How to submit an application

Job applications are to be submitted in a sealed envelope with the address of the recipient written on the front, together with the note "Job application for Director of Culture – do not open", and sent exclusively by mail to the address:

Grad Rijeka

Odjel gradske uprave za kulturu

(for Rijeka 2020. d.o.o)

Korzo 16

HR-51000 Rijeka, Croatia

Job applications must be submitted within **21 days** from the public job announcement, that is, 06/03/2017 at the latest.

The date printed on the postmark on the envelope containing the application shall be considered to be the date of application.

An application shall be considered valid if it contains all the information and attachments listed herein.

Other provisions

Any person that does not submit a proper application, fails to submit their application by the deadline or does not meet the formal requirements detailed in this announcement will not be considered as a candidate and their application will not be considered.

Any person that does not submit a proper application, fails to submit their application by the deadline or does not meet the formal requirements detailed in this announcement will receive a written notification.

The submitted documentation will not be returned.



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The candidates that meet the necessary requirements may be called for an interview within 30 days of the application submission deadline, and may be also called for testing of their professional knowledge, skills and abilities.

The candidates will be notified on the results of their application within 60 days of the application submission deadline.