



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

I.1. Culture Director

Tier: I

Number of executors: 1

Probation: none

Position name:

- English: Culture Director
- Croatian: direktor Sektora za kulturu / direktor kulture

Job description:

- manages the Culture Sector through planning, leadership, supervising and coordinating the business and activities of the organisational unit,
- directly in charge of content and operations of the cultural, artistic and educational programme of the ECOC Project,
- manages the timely execution of the business plan and programme, and the Company's business within their purview, and ensures that the business is conducted in the most economical way,
- allocates jobs and tasks within their purview, and monitors and supervises their execution,
- recommends the allocation of resources and the dynamics of their use within their purview,
- organises the monitoring of business processes and achieved results within their purview, as well as record keeping,
- manages the development, improvement and control of business processes, and recommends measures to ensure work efficiency within the organisational unit,
- provides support to the Chief Executive Officer of the Company and provides suggestions for solving tasks within their purview, and independently plans and executes activities within the purview of their organisational unit,
- recommends strategic guidelines, perennial and yearly business plans and programmes within their purview,

- recommends the professional training and improvement of employees within their purview,
- participates in decision making on hiring and termination of employees,
- participates in choosing external partners and consultants and recommends the closing of cooperation contracts,
- directly contacts and conducts business arrangements with partners within the organisational units, other organisational units, Company founders, institutions, partners and other private and public entities,
- prepares periodic and project reports regarding the purview of their organisational unit,
- organises the collection of required materials and data regarding the purview of their organisational unit, and monitors the legality of their use,
- organises the collection, processing and storage of materials, documents and other important materials generated within the purview of their organisational unit,
- makes public appearances on matters within their purview,
- participates in the preparation of resource gathering projects and programmes,
- co-signs approvals for all financial transaction within their purview,
- cooperates with Company employees in performing specific and joint tasks in the organisation and realisation of all Company activities,
- answers to the Chief Executive Officer of the Company and regularly reports on their work,
- performs other duties appropriate for their professional qualification, knowledge and skills based on instructions from the Chief Executive Officer of the Company.

Standard criteria for job classification level description:

a) knowledge:

- level of professional qualification – University Master's Degree, Integrated University Master's or Vocational Degree
- type of professional qualification – social sciences, humanities or art
- work experience – 4 years of experience on similar positions



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- additional knowledge – awareness of current trends in culture and arts on the international scene,

- use of computers.

- skills and abilities – expert, professional and organisational skills,

- communications skills.

- foreign languages – active written and spoken English

- Croatian language – no requirements

- driving licence – no requirements

b) job complexity:

- high level involving planning, managing, executing and coordinating business

- contribution to the development of new concepts,

- performing strategic tasks.

c) job independence:

- high level of independence and decision making on complex professional issues with regular supervision and instructions from the Chief Executive Officer of the Company

d) cooperation with other bodies and communication with clients:

- constant professional communication within and outside of the Company very important for the execution of the plan and programme

e) responsibility level and influence on decision making:

- responsibility for material and financial resources,

- responsibility for the legality of the business,

- supervisory and control responsibility on the level of the organisational unit.