



## **International call for applications to fill the position of director of the Film Archive of Catalonia**

### **1. The Film Archive of Catalonia**

The origin of the current Film Archive of Catalonia was the delegation to Barcelona of the National Film Archive Services, which were transferred to the Generalitat of Catalonia in 1981. Since then, it has been managed by the Department of Culture and the Media at the Generalitat of Catalonia and during these years has often changed its organisational and functional dependence within the council and its dependent organisations. At the beginning it reported directly to the council itself, through a General Director, and later was transferred to the Autonomous Body of Festivals and Performances, which managed it until 2002, when it was passed to the Catalan Institute of Cultural Industries.

The purpose of the Film Archive of Catalonia was, and continues to be, the preservation and dissemination of the cinema heritage and culture; the recovery, preservation, restoration, cataloguing and restoration of the film and documentary heritage and support for the dissemination of cinematic culture with special attention to Catalan cinema production and culture.

The Film Library of Catalonia is currently structured as three services which carry out the following **principal activities**:

**Conservation:** The necessary initiatives are promoted from the Film Archive to recover, preserve, conserve and restore the film heritage of Catalonia both in terms of the important collection currently held by the Generalitat of Catalonia and the providing of advice to bodies, organisations or private individuals who may have cinema documents in their care.

**Dissemination:** This service is carried out from different areas of the organisation. On the one hand, the archive needs to place the collection at the disposition of researchers, documentary-makers, television channels, film producers and anyone who may be interested in it, in order to disseminate it through the new audiovisual productions being promoted by these bodies or companies. Also, using the Screening Room at the Film Archive, special programmes and seasons are planned to recover and make available to the public cinematic works which have been excluded from the commercial circuit, as well as the organisation of round tables, courses, seminars and other educational activities related to the world of cinema.

**Documentation:** its functions are to preserve, catalogue and, eventually, restore the documentary collection that the Film Archive manages through the Cinema Library, which includes a vast collection of books, posters, DVDs and other documents referring to the world of cinema.

Currently there is no other public sector body within the Generalitat that is dedicated to the preservation, conservation and dissemination of film heritage.



The Film Archive of Catalonia is located at various venues:

- Offices and Library: at the offices of the Department of Culture and the Media at Portal de Santa Madrona 6-8
- Projection Room: at what was once the Sala Aquitània at Av. de Sarrià 33 in Barcelona
- Archive: at Gran Via de les Corts Catalanes 184, ground floor, in Barcelona (La Campana building)

Currently new premises are under construction to house the various services and activities carried out by the Film Archive of Catalonia.

The need for a change of location for the Film Archive's premises is based on two factors relating to its current situation: the lack of space and the scattering of its offices. The new headquarters will include, among other facilities, two screening rooms (of 400 and 200 seats respectively), bookshop, cafeteria, library, the Archive services, two exhibition spaces, offices, technical installations and storage areas.

These new premises will be located at Plaça Salvador Seguí, near the Rambla del Raval, in the Ciutat Vella District, by virtue of the agreement signed between the Catalan Institute of Cultural Industries and the Barcelona City Council.

The only service which will remain outside these new premises is the Conservation Centre of the Film Archive, which will be located at the Audiovisual Park of Catalonia in Terrassa given that the conservation of the film collection requires certain security measures and environmental conditions that a heavily-populated urban location, especially in the centre of Barcelona, cannot offer.

The Film Archive of Catalonia is beginning a new era with the construction of the new premises, which need to be suitable for the launching of a new project and a new focus on what the Film Archive of Catalonia will need to be in the coming years.

## **2. Process of selection for the position of Director of the Film Archive of Catalonia**

### **2.1. Functions of the position of Director**

**Mission:** The direction of the Film Archive consists in guaranteeing that the activity being carried out fulfils all the established objectives.

**Responsibilities:**

- a. The proposal of general action plans for the Film Archive of Catalonia, for the management of the project and its execution.
- b. The direction, coordination and planning of the activities of the different services under his/her control, as well as the teams comprising them.
- c. Prepare the pre-project budget proposal and its eventual monitoring and completion.
- d. Daily representation of the Film Archive of Catalonia.
- e. Promote cooperation and collaboration agreements with other Film Archives and like-minded institutions, along with the organisation of national and international educational and cultural activities.
- f. Any other functions requested by the executive of the ICIC.



## **2.2. Hiring method and incompatibilities**

The person chosen to occupy the position being advertised will sign an executive director's contract, regulated by Spanish Royal Decree 1382/1985, of 1st August, which covers a maximum period of four years, with the possibility of renewal for a further period of up to the same duration.

The working conditions will be regulated by those established in the contract and by other applicable regulations.

The gross annual salary is EUR 60,000.

The position of Director of the Film Archive of Catalonia is subject to the conditions established in Spanish Law 21/1987, of 26<sup>th</sup> November, on incompatibilities of personnel in the service of the Administration of the Generalitat of Catalonia.

## **2.3. Pre-requisites and skills of candidates**

- a. To be a citizen of Spain or another member country of the European Union. In the case of citizens of countries which are not members of the European Union, nomination will be conditional on receiving legal residence in Spain.
- b. Show suitable level of education, training and specific knowledge (degrees, professional experience, publications etc.).
- c. To show aptitude with the co-official languages of Catalonia. In the case of this not being the case, the person will commit to learning them within a period of six months, with this requisite forming part of the contract.
- d. Ability to use English. Ability to use other languages will be an advantage.
- e. To show a significant professional career and experience in management of similar cultural services.
- f. To show sufficient abilities as a specialist in cinema and the Catalan, Spanish and international audiovisual sectors.
- g. To show the following competences: leadership, communication, negotiation, planning, orientation towards results, decision-making and conflict resolution.
- h. The ability to represent the Film Archive of Catalonia in a broad spectrum of areas in order to build and develop internal and external relationship networks will be an advantage.

## **2.4. Presentation of applications**

People interested will need to present their CVs and all the documentation supporting the abilities described above.

It will also be necessary to present a report / memo (10 pages) which outlines the general lines of the project over the next four years. This report will need to contain the following as a minimum:

- a. A definition of the objectives which the Film Archive of Catalonia should have in the current context of change.
- b. To describe an action plan in which the lines which you would like to develop are specified. Among these will need to appear, at least, each of those activities which are currently developed by the Film Archive of Catalonia and which appear listed in section 1 of this call for applications.
- c. To determine the percentage of the budget which would be allocated to each of the activities proposed in the project.



This documentation can be presented in Catalan, Spanish or English in a sealed envelope entitled "Call for Director of the Film Archive of Catalonia".

It will need to be addressed to the Catalan Institute of Cultural Industries, Human Resources Department and needs to be sent to the following address: Rambla Santa Mònica no. 8, 2nd floor, 08002 Barcelona – Spain by certified mail or any of the other forms included in article 38.4 of Spanish Law 30/1992, of 26th November, on the Regulation of Public Administrations and common Administrative Procedure, modified by Spanish Law 4/1999, of 13th January.

The application period ends on 27th November 2009.

The starting date is planned for the month of January 2010.

### **2.5. Selection Process**

The applications received will be analysed in a first phase of evaluation of abilities by a panel appointed by the Administration Council of the Catalan Institute of Cultural Industries.

This panel will carry out, in the second phase, the interviews and/or tests that it considers pertinent, and will make a proposal for the candidate to the director of the ICIC for his/her subsequent appointment.

### **2.6. Additional information**

People interested in the post may obtain more information from the ICIC and the Film Archive of Catalonia by accessing their websites: <http://www.gencat.cat/cultura/icic> and <http://www.cultura.gencat.cat/filmo>, or, if necessary, by contacting the Human Resources Department of the ICIC.

### **2.7. Confidentiality**

All people and public institutions involved in the process of selection of candidates are committed to guaranteeing the absolute confidentiality of all personal and professional details on the candidates, ensuring that the participation of those who are not selected is maintained exclusively within the knowledge and evaluation of the panel of experts and that only the name of the successful candidate will be made public.

### **2.8. Principle of equal opportunities**

This call and the selection process it involves are subject to the principles of equal opportunities and lack of gender discrimination covered in the Spanish Organic Law 3/2007, of 22<sup>nd</sup> March, on the effective equality of men and women.