# **JOB ANNOUNCEMENT**

**Job Position:** Deputy Director – Cultural Assets

**NATURE OF EMPLOYMENT:** FULL-TIME POSITION

**REPORTING TO:** EXECUTIVE DIRECTOR OF THE BUTRINT MANAGEMENT FOUNDATION

**JOB LOCATION:** BUTRINT, SARANDA, ALBANIA

**description of the job position**

The Deputy Director of Cultural Assets (DDCA), supports and advances the mission, vision and beliefs of the Butrint Management Foundation. DDCA is responsible for managing the Cultural Department functions; reporting to the Executive Director in the activities of the Cultural, Natural, Conservation and community engagement Departments; and supporting the Executive Director and BoD in the decision-making process with regard to the promotion and development of the activities of the site of Butrint.

Together with the transition-phase group, the Deputy Director – Cultural Assets will oversee and undertake the management transfer of the cultural property from the ZAKPKB to the Foundation.

**Responsibilities**

The following are the key competences for Deputy Director of Cultural Assets at Butrint:

**Knowledge of Cultural Assets:** a strong understanding of archaeological assets, including their preservation, conservation, and management. This includes knowledge of relevant laws, regulations, and best practices local and international.

**Leadership and Management:** As a Deputy Director, the candidate will be responsible for overseeing staff, coordinating projects, and managing resources. Strong leadership, organizational, and management skills are essential.

**Strategic Planning:** The candidate will need to contribute to the development of long-term plans and strategies for the preservation and promotion of cultural assets within the park. This involves setting goals, establishing priorities, and identifying opportunities for growth.

**Collaboration and Stakeholder Engagement:** Effective collaboration with internal and external stakeholders, such as government agencies, local communities, researchers, and educational institutions, is crucial. The candidate should be able to build and maintain partnerships, facilitate dialogue, and engage stakeholders in the management and development of cultural assets.

**Conservation and Preservation:** Understanding principles and practices of conservation and preservation is vital. The Candidate should be familiar with techniques for safeguarding archaeological sites, natural features, and cultural artifacts to ensure their longevity and integrity.

**Educational Programming:** Developing and implementing educational programs, exhibitions, and events that promote the cultural and natural significance of the park is often part of the role. Knowledge of interpretation methods, visitor engagement, and educational outreach can be valuable.

**Budgeting and Financial Management:** The candidate will be involved in budget planning, monitoring expenses, and ensuring financial resources are allocated appropriately. Proficiency in budgeting and financial management is advantageous.

**Communication and Presentation:** Strong written and verbal communication skills are essential for this role. The candidate should be able to effectively convey information to diverse audiences, deliver presentations, write reports, and engage in public speaking.

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| **Required skills** | |
| **Education** | * A degree in a relevant field such as cultural heritage management, archaeology, museum studies, anthropology, art history, or a related discipline is typically required. * Advanced degrees, such as a master's or PhD or specific specializations within cultural assets management is preferred. | |
| **Work experience** | * At least 15 years of relevant work experience. * Previous experience in a leadership or managerial role, such as a supervisor or team leader, is also required. | |
| **Qualities** | * Strong knowledge and understanding of cultural assets, including archaeological sites, historic buildings, cultural landscapes, or natural features. * Familiarity with relevant laws, regulations, and best practices in cultural heritage preservation. * Excellent organizational and project management skills to oversee multiple initiatives, set priorities, and meet deadlines. * Effective leadership and team management abilities to guide and motivate staff. * Excellent communication skills, both verbal and written, for engaging with internal and external stakeholders, presenting information, and writing reports. * Data Management experience * Management of Digital and ICT tools experience * Museum experience is an asset * Proficiency in budgeting and financial management, including resource allocation and monitoring expenses. * Knowledge of interpretation methods and educational programming to engage visitors and promote the significance of cultural assets. * Ability to collaborate with diverse stakeholders, such as government agencies, local communities, researchers, and educational institutions. * Strong problem-solving skills, adaptability, and a strategic mindset to address challenges and contribute to the long-term vision of cultural asset management. Have a comprehensive understanding of cultural assets for sustainable development | |
| **Languages** | * Strong English communication skills both written and verbal | |

**DOCUMENT FOR SUBMISSION**

* Curriculum Vitae
* Cover letter
* Two reference letters

All documents should be sent in English language.

The official website for the application is <https://bmf.al/en/>

Interested candidates should send their documents via the official platform at https://bmf.al/en/, or to the following address: careers@bmf.al (referring the job title in your message).

All applicants will receive a confirmation that their electronic submission was received.

Only shortlisted candidates will be contacted for an interview.

Candidates may be asked to provide evidence of their professional background as well as their achievements and should be available for interviews.

**Deadline for applications is August 28, 10:00 a.m. CET.**

**THE SELECTION PROCESS**

* Prequalification (desk evaluation);
* First Round of Interviews (preferably in-person interview);
* Notification of the successful candidate.

The compensation package for the position will be competitive with regional market rates for local and/or foreign applicants. The final result will be determined by the profile, experience, and qualifications of the winning candidate.

Should you have any questions, please contact: [info@bmf.al](mailto:info@bmf.al)