

CALL BASES SUMMARY

The **Director of the Institutional Cabinet of the MNCARS** will be responsible for managing the areas of protocol (both internal and external), institutional relations, strategic development, audiences, sponsorship, and relations with the Fundación de Amigos del MNCARS and Fundación MNCARS; represent the Director at Museum events in its buildings and abroad as led by the Director, supervise the commercial and marketing area for the exploitation of the Museum's own resources: ticketing, rentals, and concessions (restaurants, shops, and bookstore), implement the CRM and the development of direct marketing strategies, and collaborate in the design of communication actions and advertising campaigns. In this sense, it is a position of trust that will be in close contact with the Director. The remuneration for the position amounts to €85,500.00 gross annually.

To be eligible, applicants must be Spanish nationals, nationals of an EU member state, or have a work permit or similar in Spain, as well as an official university degree in a field related to the Museum's mission. Among the required merits, a minimum of eight years of professional experience in cultural institutions related to high-responsibility positions in areas of cultural institutional relations, protocol, strategic and commercial development, sponsorship and patronage, experience in producing marketing projects or commercial developments in the cultural field, fundraising capacity for cultural institutions, public communication skills, an international contact network, availability for travel, work capacity and leadership, and proficiency in English and Spanish are required. A personal interview will be carried out to evaluate the candidacy in those cases in which it is considered necessary to verify the suitability of the profile required for the position.

Applicants are required to submit a CV, a letter of motivation, a management skills self-assessment questionnaire (annex II) and a sworn declaration stating that they are not disqualified from holding a public office (annex III). The process will be conducted online through the digital office of the Museo Nacional Centro de Arte Reina Sofía (<https://museoreinasofia.sede.gob.es/>). **The registration period will begin on June 2 at 00:00 and will end on June 11, 2024 at 11:59 p.m.**

All participants in the selection process agree to guarantee absolute confidentiality, with the only exceptions established in this call to guarantee the publicity and competition required by law. Only the name of the selected person will be made public.

For detailed information, it is strongly recommended to read the call bases carefully and follow the relevant instructions. For any questions regarding the call bases or fulfil the application form, please contact gerencia@museoreinasofia.es and for any technical issues contact sede@museoreinasofia.es.