

**Selection for the recruitment of an Administrative Director
of the Haydn Foundation of Bozen/Bolzano and Trento**

The Haydn Foundation of Bozen and Trento is seeking to recruit an **Administrative Director**.

The Haydn Foundation of Bolzano and Trento is one of the most renowned cultural brands in the region of Trentino-South Tyrol and organizes a large number of performances both on its own and in cooperation with other institutions in Bolzano, Trento and other venues. Each year it produces around 140 concerts, 20 opera performances and the Bolzano Dance Festival. The staff consists of around 60 permanent employees, including musicians from the Haydn Orchestra. For each concert season, the orchestra also engages around 450 guest artists and musicians. The range of its cultural offerings is enriched by various cooperations with other organizations and institutions.

The Administrative Director supports the General Director in the administrative and technical management of the Foundation. He/she directs, organizes and coordinates the administrative and accounting management of the Foundation. He/she contributes to the economic development and preservation of the Foundation's assets and supports the strategic planning of the Executive Board. He guarantees the correctness, transparency and integrity of the Foundation's accounting, financial and asset dynamics. In carrying out his or her duties, the Administrative Director is called upon to perform the following tasks

- tasks related to finance, budgeting and management accounting;
- performance analysis and implementation of an internal control system with internal reporting;
- preparation and drafting of annual budgets, management accounts and social balance sheets for the three operational areas;
- preparation of grant applications to the various bodies and related reporting;
- in-depth study and implementation of current legal regulations, in the areas of public law, contract law, tax law, labour law and copyright law;
- drafting and monitoring of public tenders and contracts, and implementation of transparency and anti-corruption regulations.

In carrying out the activities envisaged, the Administrative Director is supported by the staff of the Foundation's administrative department. The Administrative Director reports to the General Director of the Foundation.

Requirements

- proven knowledge of finance and business management;
- proven knowledge of contract law and labour law;
- flexibility and resilience at work;
- interpersonal and management skills with communication skills and aptitude for teamwork and problem solving;
- excellent knowledge of spoken and written Italian and German, good knowledge of English;
- mastery of the most widely used computer and accounting software;
- professional experience and/or degree in business administration and/or law is an asset;



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- experience in the field of tendering constitutes an asset; experience in the field of tendering constitutes an asset;
- mother tongue German is an asset;
- possession of Italian citizenship or citizenship of another EU Member State.

The place of employment is Bolzano.

A fixed-term employment for the duration of two years is initially envisaged. The employment contract is offered on a full-time basis and is governed by the collective labour agreement of the Lyric and Symphonic Foundations (classification as manager, level A).

The detailed application (with curriculum vitae and motivation letter) must be sent by **9 a.m. on 25 June 2023** (Central European Time) to by e-mail to direzionegenerale@haydn.it

or by regular mail to:

Haydn Foundation of Bolzano and Trento

Via Gilm 1A

39100 Bolzano (Italy)

(the date of delivery of the envelope to the offices of the Haydn Foundation of Bozen/Bolzano and Trento shall be considered the official date of delivery)

The Foundation appoints a selection committee for the selection, which establishes the evaluation criteria, makes an initial selection on the basis of the documentation submitted with the applications, invites the shortlisted candidates to one or more interviews, and expresses its opinion on the interviews conducted. The invitation to the interviews will be communicated to the shortlisted candidates/candidates by e-mail by 01.07.2023, the interviews will be held in the week from 10.07.2023. The candidate must present him/herself with a valid identity document and may attend the interview indiscriminately in Italian or German.

The list of candidates is drawn up by the commission. In the event of a tie in the rankings, preference shall be given in the following order (established pursuant to Decree of the President of the Provincial Council no. 22 of 2/9/2013)

1. to gender representation: the under-represented gender is preferred; gender representation is calculated with reference to 31 December 2022;
2. age: the youngest candidate is preferred.

In the event of further parity, preference is given with reference to state law.

Announcement published on the website of the Haydn Foundation of Bolzano and Trento on 24/05/2023.