

JOB VACANCY: Coordinator of Heritage Protection Programmes F/M

From April 2019

The International Council of Museums (ICOM) is an international non-governmental organisation. ICOM is the only organization representing museums and museum professionals worldwide, with:

- A network of over 37,000 international museum professionals in 141 countries and territories
- A think tank composed of 30 scientific committees
- International public service missions in protecting heritage, and a leading role in terms of ethics

Job description

The Coordinator of Heritage Protection Programmes is in charge of the following tasks, under the responsibility of the Director of Programmes and Partnerships:

Development and follow-up of projects and programmes related to the protection of cultural heritage in emergency situations and to the fight against illicit traffic in cultural goods:

- Coordinate and follow-up projects and programmes of the Department, including Red lists of cultural objects at risk and disaster risk management for museums.
- Design and develop programmes for the protection of movable cultural heritage at risk in various countries, including museum emergency preparedness and response activities, in close collaboration with the Department's team, other areas of the organisation, and partners, when appropriate.
- Write analytical notes concerning cultural property protection and its legal and normative aspects.
- Manage administrative and budgetary aspects: drawing up budgets, monitoring expenses, contracts and agreements.
- Organise project launches and promotion, in collaboration with colleagues in Communications.
- Present the work of ICOM in the field of heritage protection at diverse capacity building seminars, conferences and other relevant national and international events.
- Draft memos, articles and reports for internal and external circulation.

Profile

Education: B.A., M.A., or equivalent, in political science, international relations, art history, museology, archaeology, cultural management, law or history.

Experience: 3 years in cultural and international projects management or in international cooperation programmes.

Skills: interpersonal and writing skills, sense of organization, analytical capabilities and diplomacy.

Capacities:

Perfectly bilingual in French and English. Spanish a plus. Fourth language an asset. Knowledge of the international legal framework related to heritage protection. Knowledge of geopolitics and of the cultural heritage protection and museums sector. Expertise on project management and budgets follow-up. Good command of Excel, information technologies and project management software.

Please send your application to icom.jobs@gmail.com before 4 February 2019 midnight (CET). Possible interviews will be held on 13 February 2019.