

Legal and Institutional Affairs Coordinator

Permanent contract - Start date: 1 April 2019

Reporting to the General Director

The International Council of Museums (**ICOM**), located in Paris, is the only global organization of museums and museum professionals. ICOM is:

- a global network of more than 40,000 members in 138 countries and territories,
- an expert forum composed of 120 national committees and 30 international (scientific) committees,
- a non-governmental organization dedicated to the promotion of museums, professional development and heritage protection.

Website: <http://icom.museum>

JOB DESCRIPTION:

The Legal and Institutional Affairs Coordinator is responsible for the management and monitoring of ICOM's institutional and legal operations.

Legal Coordination

- Assists the Secretariat, the Executive Board and the International Committees with matters concerning legal problems and issues
- Provides legal advice on contracts binding ICOM with outside entities
- Manages intellectual property issues (WIPO...)
- Processes legal affairs related to ICOM brands
- Prepares and monitors mediation and arbitration cases
- Cooperates with the Chair of the Legal Affairs Committee (LEAC)
- Ensures the follow-up in relation to service providers (consultants, lawyers)
- Ensures the follow-up on the GDPR (General Data Protection Regulation) in collaboration with the DPO
- Prepares legal documents for the General Assembly, the Executive Board and the Advisory Council
- Participates in the preparation of the minutes of the General Assembly, Executive Board, Advisory Council and special working groups under the auspices of the Executive Board
- Manages and updates the ICOM contract databases
- Designs and organises projects requiring legal advice

Management and Follow-up of Institutional Procedures

- Coordinates projects related to the institutional running of the association
- Studies and updates procedures and rules, writes notes and documents in support of decisions
- Assists the Chair of the Election and Nominations Committee (NEC) and the Chair of the Resolutions committee for the coordination of meetings
- Participates in the preparation, revision and verification of ICOM's voting and elections procedures
- Provides advice with regard to the interpretation of the Statutes, Internal Rules, Regulations and current procedures within ICOM, and modifications required

Participation in Transversal Services and Secretariat Projects

- Participates in the entire secretariat's projects, including transversal tasks entrusted by management

PROFILE

Education: Master's degree in Law

Experience: min. 5 years, contract management, international law and copyright

Capacities:

Good interpersonal and writing skills

Discipline, good organisation skills and service-driven

Communication and diplomacy capacities

Skills:

Fluency in English and French, Spanish optional
Command of Office Suite

Knowledge of the international museum environment

If this offer interests you, thank you to send your application to icom.jobs@gmail.com before 4 February 2019. Interviews will be organized on 13 February 2019