

Archivist/Documentalist

Reporting to: Publications and Documentation Department

The International Council of Museums (**ICOM**) is an international organisation, which gathers museums and museum professionals. ICOM is:

- A network of 44,000 museum professionals in 138 countries and territories
- A forum of experts composed of 120 National Committees and 30 International Committees
- A non-governmental organisation (NGO) committed to research, professional training and heritage protection

Background to the Recruitment

As part of a decision to redefine ICOM's information management policy, an audit of the organisation's Archives and its Documentation Centre was carried out in 2018. This study led to the development of an action plan to be implemented over a four-year period. We are looking for candidates who are skilled in both archiving and documentation management to join the ICOM team in order to lead this project and ensure the day-to-day management of ICOM's archives and documentation over the long term.

Job Description

The selected candidate will join the ICOM Secretariat (situated in Paris), which is made up of 28 permanent employees. As a member of the Publications and Documentation team, his or her responsibilities will be as follows:

Implementing a Four-Year Action Plan:

- Participate in the choice of a new software programme to manage ICOM's library holdings, archives and audiovisual documents.
- Oversee the computerisation of these documents, including the export of the current database operating with UNESCO WINISIS software.
- Launch and oversee a digitisation plan.
- Resume the listing of the historical archives already processed (1946-2007) and prepare the transfer of a part of the archives.
- Launch an oral archive campaign.
- Prepare communication tools for the Documentation Centre (flyers, banners, etc.)

Daily Management of the Archives and Documentation:

- Manage the publications database, archives and images.
- Manage the archives and publications produced by the ICOM Secretariat and its National and International Committees (sorting, cataloguing and indexing).
- Update the archive data and inventory.
- Assist researchers and respond to information requests.
- Define and implement a documentation and development policy (acquisition, partnerships).
- Define an archiving policy and provide guidelines for the Secretariat and ICOM's committees on archiving procedures.

General Tasks:

- Participate in other projects managed by the Publications and Documentation Department; carry out tasks assigned by the Director General.

PROFILE

Education: University diploma in archiving.

Experience: Knowledge of documentation management is desirable.

Aptitudes: Team spirit, rigour, strong organisational skills and service-minded. Ability to adapt to an international work environment.

Competences: Fluent English and French; a good knowledge of Spanish is desirable.

Excellent writing skills.

Proficient in Office package.

Knowledge of the archiving procedures of an international organisation.

If you are interested in this offer, please send your CV and a cover letter to icom.jobs@icom.museum before 4 October, 2019.