Fixed-term contract – start date:  from 1st april 2020 to 31st march 2021

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| **Museum Training Programmes Assistant F/M** |

Reporting to: Head of the Department of Heritage Protection and Capacity Building

The International Council of Museums (**ICOM**) is the global museum association. It is:

* a network of more than 44 000 museums and museum professionals in 138 countries and territories
* a forum of experts made up of 118 National and 32 (scientific) International Committees
* a non-governmental organisation (NGO), building professional capacity, defending the world’s heritage and communicating the value of museums to society

**Site officiel :** [**http://icom.museum**](http://icom.museum)

**Mission**

As part of the Department of Heritage Protection and Capacity Building, in the 30 person team of the ICOM Secretariat, the Museum Training Programmes Assistant supports the development and implementation of projects and activities of the department, in particular of the training programs.

**Job description:**

The Museum Training Programs Assistant has the following main tasks:

Assist with projects

In close cooperation with the Capacity Building Coordinator, assist in the development, planning and implementation of museum training activities, in particular:

* create content and collaborate with external trainers
* prepare calls for applications, support the selection of candidates, manage applications documents and monitor compliance
* organise logistics and communicate with participants
* manage and monitor budgets
* evaluate activities and write internal and external reports
* collaborate with fundraising activities and identify potential partners

Support the department

Under the direct supervision of the Head of Department and in close cooperation with its members, take part in the tasks assigned to the department, in particular:

* communicate the activities of the department (in consultation with the Communication Department)
* actively contribute to joint projects and the daily activities of the department
* write reports, internal notes and briefings
* follow up on correspondence

Support the secretariat:

* Actively participate in the Secretariat’s cross-departmental projects;
* assist the Secretariat and the network (prepare meetings and discussions, and draft committees and working groups documents, if required).

**PROFILE**

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| **Education:** Master degree or equivalent in the field of culture, museums or education;  **Experience:**professional experience in the development of educational programs and museum training;  **Personal qualities:** team spirit, open mindedness, strong communication skills and diplomacy, sense of service, good organizational skills, diligence | **Skills:** Fluent English and French, Spanish desirable.  Excellent knowledge of project management tools, and information and communication technologies. |

*If you are interested in this offer, please send your CV and motivation letter to* [*icom.jobs@icom.museum*](mailto:icom.jobs@icom.museum) *by 16 February 2020. Interviews are scheduled to take place on 2 March 2020.*