

Museums and Society Coordinator

Reporting to: Director General

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

Mission:

As a member of the ICOM Secretariat's 30 person team, in the Museums and Society Department, the Museums and Society Coordinator will develop and carry out activities related to museums on social and political themes in the following three areas: 1) sustainable and local development, 2) peace and human rights, 3) cultural democracy and inclusion. They will promote the social role of museums, advocate for the inclusion of these topics in international museum policies, and campaign for the sustainable future of museums.

Job description:

In close cooperation with the other coordinator of the department, the Museums and Society Coordinator has the following main tasks:

Contribute to the strategy and the action plan of the department

- identify trends, emerging challenges and needs of the museum and heritage sector
- trace and map the activities of ICOM's network related to the social role of museums
- further develop the Department's strategy and action plan

Develop and carry out projects and activities

- propose and develop projects and activities, such as seminars, conferences and workshops
- organize the logistics of these activities, manage relationships with partners and service providers
- raise funds, identify potential partners and follow up collaborations,
- manage administrative and financial matters (budget planning, follow up on expenses, contracts, agreements, etc.) in cooperation with the Finance Department and the Legal Coordinator
- develop and implement a system to evaluate and report the outcomes of activities
- promote internal and external communication, publication and dissemination of project outcomes in cooperation with the Communication and Publications departments

Support the ICOM Network and its Secretariat

- represent ICOM and provide expertise at conferences and meetings
- assist the President and the Director general in policy planning, write speeches and articles
- assist a relevant ICOM Standing Committee or Working Group
- actively participate in the Secretariat's cross-departmental projects

PROFILE

Education: M.A. or equivalent in museology, political science, international cooperation, heritage management and/or cultural policy.

Experience: 3 years in international cooperation and/or in museums, the cultural sector or NGOs; management of museums and/or heritage projects.

Expertise in one of the following areas is a plus: decolonization, human rights, contested histories.

Skills: Fluent English and French, Spanish desirable. Excellent knowledge of project and budget management, and information and communication technologies.

Knowledge of the museum and the cultural sector

Personal qualities: team spirit, open-mindedness, communicative and diplomatic capacities, sense of service and organizational qualities, analytical skills, very good interpersonal skills, strong editorial skills.

If you are interested in this offer, please send your application (resume and motivation letter) to icom.jobs@icom.museum by 24 May 2020. Interviews are scheduled to take place on 28 May 2020.