

Heritage Protection Programmes Assistant F/M

Reporting to: Head of Heritage Protection and Capacity Building Department

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 part of the Department of Heritage Protection and Capacity Building, in the 30 person team of the ICOM Secretariat, the Heritage Protection Programmes Assistant supports the development and implementation of projects and activities of the department, in particular of the heritage protection programmes.

Job description – principal tasks

Assistance with projects:

In close cooperation with the Heritage Protection Programme Coordinator, the Heritage Protection Programme Assistant assists in the development, planning and implementation of heritage protection activities, in particular:

- the realisation and administrative follow-up of projects, contents, tools and programmes for the prevention and protection of cultural heritage, in particular the Red Lists of cultural objects in danger,
- the development of programmes for the protection of movable cultural heritage at risk in various countries (risk management and disaster prevention), including emergency preparedness and response activities for museums, where appropriate in close collaboration with other departments and/or national or international partners,
- the publication and distribution of heritage protection productions,
- the drafting of analytical notes concerning the protection of cultural property, including its legal and normative aspects,
- monitoring current events and international initiatives in the field of heritage protection.

Support to the Department:

Under the direct supervision of the Head of Department and in close collaboration with its members, the Heritage Protection Programmes Assistant participates in the tasks assigned to the Department, in particular:

- communication on the activities of the Department (in consultation with the appropriate Department),
- active contribution to joint projects and to the daily activities of the Department,
- writing reports, internal notes and briefings,
- the follow-up on correspondence.

Support to the Secretariat and the network:

- active participation in the Secretariat's cross-departmental projects,
- preparation for meetings, drafting documents for committees and working groups

Profile

Education: Master's degree or equivalent in the field of culture or/and heritage protection

Experience: professional experience (at international level, if possible) in projects relating to heritage protection

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.