

Head of Communication and public relations department (F/M)

ICOM (International Council of Museums) is the global museum association, encompassing:

- a network of almost 49,000 museums and museum professionals in 138 countries and territories
- an expert forum composed of 118 National Committees and 32 International (scientific) Committees
- an international non-governmental organisation (NGO), building professional capacity, defending the world's heritage and communicating the value of museums to society

Website: <http://icom.museum>

Mission :

At the ICOM Secretariat (a team of about thirty persons), reporting to the Director General (DG), the Head of the communication department oversees the quality of ICOM's communication, image and relations.

Job description - main tasks

Team management

- Lead and supervise a 3-5-member team
- Organise and monitor the department's missions
- Communicate with senior management, team and other departments

Steering of communication actions

- Develop a global vision for the communication of ICOM, in cooperation with the DG
- Define ICOM's communication strategy, in cooperation with the DG
- Manage the branding and the image of ICOM in order to promote the organization, in cooperation with the DG
- Develop, implement and monitor communication plans
- Prepare and control the department's budgets
- Manage press relations, releases, kits, etc.
- Prepare and manage events
- Ensure the quality and consistency of information and content, print and digital, written, visual and audio-visual media
- Monitor the content and proper functioning of the website(s) and of ICOM's social network activities
- Prepare selected speeches

Interactions with other departments, ICOM bodies or external parties

- Advise and support the Executive Board and other departments of the Secretariat and implement actions regarding their communication
- Advise ICOM Committees, regarding their communication
- Steer and coordinate external service providers

Profile:

Education:

- B.A./M.A or equivalent in communication or journalism

Experience:

- 4 years minimum in the cultural sector, museums, international cooperation or NGOs

Personal qualities :

- Team spirit, open-mindedness, diplomacy and resilience, rigour, sense of service, excellent communication, analytical, organizational, interpersonal and editorial skills.

Skills:

- Fluent English and French, Spanish a plus
- Knowledge of new technologies and social media
- Knowledge of the culture and museum sector

*If you are interested in this position, please, send your application to icom.jobs@icom.museum before 29 November 2020. Possible interviews will take place on 7 December 2020.
The job is based in Paris (15 rue Lasson 75012 Paris)*