

Internship offer Capacity Building / Museums and Society

The International Council of Museums is a membership association and a non-governmental organisation which establishes professional and ethical standards for museum activities. As forum of experts, it makes recommendations on issues related to cultural heritage, promotes capacity building and advances knowledge. ICOM is the voice of museum professionals on the international stage and raises public cultural awareness through global networks and co-operation programmes.

- 48 931 professionals
- in over 142 countries and territories
- with 118 National Committees
- and 32 International Committees

Website: <https://icom.museum/en/>

Job description

The internship will take place in the ICOM Secretariat in Paris, France, which currently has around 30 staff members. Reporting to the Coordinator of Capacity Building, you will participate in all the projects of the Capacity Building /Museum and Society Section.

Main tasks:

- Developing a study on museology training programmes in Africa and South Asia
- Supporting the copyright procedures for the future MOOC in collaboration with the Legal Section
- Supporting the organization of webinars

Support to the Department:

- Writing news and other communication materials (in consultation with the Department of Communication)
- Translating and editing of working documents
- Contributing to joint projects and to the daily activities of the Department
- Writing reports, internal notes, and briefings
- Following up on correspondence

Support to the Secretariat:

- Participating in the Secretariat's cross-cutting projects
- Assisting the Secretariat and the network (preparing meetings and discussions and drafting committee and working group documents as required).

Required profile

Student of a Master's degree in the field of culture, museums or education. Experience in project development, preferably in the field of cultural heritage or non-profit associations.

Fluent in French and English, Spanish is a plus.

Excellent writing skills in French.

Motivated, innovative, rigorous, and independent.

Teamwork spirit and skills, open-mindedness, good communication and diplomacy, sense of service, good organizational skills, meticulousness.

University must be able to provide an Internship Agreement (<https://www.enseignementsup-recherche.gouv.fr/cid88678/la-convention-de-stage.html>)

Remuneration

French Convention Allowance (3,90€/hour, 35 hours/week) + 50% Navigo Pass + Card Ticket
Restaurant

Contact:

Please send your CV and cover letter by email to training@icom.museum

Deadline: April 25, 2021

Duration: 6 months

Start date: May/June (as soon as possible)