

Heritage Protection Programmes Assistant F/M

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

- a network of more than 49 000 museum professionals in 115 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

Official site : <http://icom.museum>

MISSION

As part of the 30 person ICOM Secretariat team, and reporting directly to the Head of Heritage Protection, the Heritage Protection Programmes Assistant will support the development and implementation of projects and activities of the Heritage Protection Department, and other associated administrative duties.

JOB DESCRIPTION – PRINCIPAL TASKS

Project Support:

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

- the realisation and administrative follow-up of projects, content, tools and programmes for the prevention of risk and protection of cultural heritage (including 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 Department tools and resources,
- 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.

Department Support:

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

- the communication of activities of the Department (in consultation with other appropriate Departments),
- 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, political sensitivity and diplomacy, sense of service, good organizational skills, diligence.

Skills

- C1 English and/or French,
- minimum B2 Spanish.
- Excellent knowledge of project management tools, and information and communication technologies.
- Strong knowledge of the museum sector (work experience is desirable)

If you are interested in this offer, please send your application (CV and cover letter) to icom.jobs@icom.museum by 5 December 2021. Shortlisted candidates will be invited by email for interview beginning January 2022.