

Communications and Public Relations Internship

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. It is composed of:

- nearly 50,000 professionals
- in over 142 countries and territories
- with 118 National Committees
- and 32 International Committees

Website: <http://icom.museum>

Job description

The internship is within ICOM Secretariat in Paris, France, which currently has around 30 staff members. Reporting to the Head of Communications and Public Relations and in cooperation with the entire team, the Intern will participate in the main projects of the Department, including:

Social media and website

- Designing content for ICOM's social media (Twitter, Instagram and Facebook) and news articles for ICOM's website in coordination with the Communications Coordinators and Graphic Motion Designer
- Curating a daily press review focused on cultural heritage to be shared on ICOM's social media and producing social media analytics reports

ICOM 26th General Conference Prague 2022

- Contribute to the campaign for the promotion of ICOM's next General Conference, ICOM Prague 2022
- Assisting in the design of content in coordination with the Communications Coordinators and Graphic Motion Designer
- Assisting in video shootings, press relations and press conference management

ICOM Annual Report 2021

- Managing the call for contributions, analysis of the reports and proofreading
- Assisting to the template design in coordination with the Graphic Motion Designer

Newsletters

- Creating monthly and bimonthly newsletters and managing institutional emailings

Required profile

We are looking for a creative individual with a BA or MA in Communications, Marketing, Journalism, Business Management or PR. The ideal candidate:

- is passionate about social media and keeps up with the latest trends, especially on Instagram, Twitter and Facebook
- is a team player eager to learn and motivated to propose ideas
- has excellent spoken and written command of English
- has solid organisational skills
- enjoys working in an international environment

University must be able to provide a Convention de Stage

Starting date: 1 March 2022

Duration: 6 months

Location: Hybrid – Paris (ICOM HQ) and remote

Remuneration: French Contractual Allowance (3,90€/hour, 35 hours/week)

Other: reimbursement of 50% Commute Pass (Navigo Pass), Meal Card, remote work indemnisation

Please send your CV and cover letter by email to icom.network@icom.museum by **January 31st, 2022**