

Heritage Protection Programmes Intern 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 Department, and in close collaboration with the Coordinator and the Assistant, the Heritage Protection Programmes Intern will assist in the development and implementation of projects and activities of the Heritage Protection Department, and other associated administrative duties. In particular,

Project support for:

- the Department's administrative and institutional files in the preparation for the meetings and events related to Heritage Protection during the ICOM 26th General Conference,
- the development of projects and activities for the protection of museums and movable cultural heritage at risk (in close collaboration with other departments and/or national or international partners),
- the publication, distribution and communication of ICOM heritage protection tools and resources (including through social media),
- the follow-up of events and international initiatives in the field of heritage protection.

Administrative support:

- writing, proofreading and translation of official documents (internal notes, briefings, reports, etc.),
- the follow-up on correspondence (emails, invitations, letters etc.).

PROFILE

Education (on-going):

- The candidate must be enrolled in a recognised third-level institution, Bachelor's degree or Master's or equivalent, ideally in the field of heritage protection and/museology (preventive conservation).

Experience:

- Previous professional experience (at international level, if possible) in projects relating to heritage protection, desirable but not essential.

Qualities:

- Team spirit, open mindedness, strong communication skills, political sensitivity and diplomacy, sense of service, good organizational skills, diligence.

Skills

- Minimum C1 English and/or French. Spanish desirable.
- Working knowledge of Microsoft Office and Outlook required, information and communication technologies desirable.
- Demonstrated interest in the museum sector desirable.

OFFER

Duration: (4/6 months) – start date April/May 2022
Allowance: standard internship allowance under French law
Place of Work: Paris (ICOM HQ and teleworking)

If you are interested in this offer, please send your application (CV and cover letter) to programs@icom.museum by 11 March 2022. Shortlisted candidates will be invited by email for interview end of March 2022.