

Assistant for the Capacity Building - Museums and Society Department

Reporting to: Department of Capacity Building - Museums and Society

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

- a network of more than 45,000 museums and museum professionals in 145 countries and territories
- an expert forum composed of 119 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

Site officiel : <http://icom.museum>

Mission

Within the Capacity Building - Museums and Society Department, as part of the ICOM Secretariat's team of 30 people, the Assistant supports the development and implementation of activities aimed at strengthening the skills of museum professionals in various crucial disciplines (conservation, mediation, inclusion, risk management, etc.) as well as projects related to sustainable development.

Job description:

The Capacity Building - Museums and Society Assistant has the following main tasks:

Project assistance:

In close cooperation with the Capacity Building Programmes Coordinator and the Museums and Society Coordinator, the assistant will support the planning and implementation of the department's activities, in particular:

- Ensuring the publication and dissemination of calls for applications and information about training and other departmental activities;
- Communicating with trainers, participants and stakeholders to plan their participation in programmes;
- Assisting the team in the creation of digital tools and content;
- Supporting the evaluation process of the department's activities;
- Supporting the organisation of the logistics for training workshops: booking travel tickets, hotel, technical support for online meetings;
- Supporting the organisation of face-to-face and online seminars, conferences and workshops with speakers, partners and providers: transport, accommodation, venue selection, material costs and supplies, etc.
- Participating in the planning and development of activities related to the ICOM General Conference and statutory meetings

Support to the department:

- Communicating the activities of the department (in consultation with the Communications Department);
- Actively contributing to joint projects and daily activities of the department;
- Writing reports, internal notes and briefings.

Secretarial support:

- Actively participate in the Secretariat's cross-cutting projects;
- Supporting the Secretariat and the network (preparing meetings and discussions, and drafting committee and working group documents as required).

Non-exhaustive list

PROFILE

Education: 3 years of higher education in business administration, cultural management, or related fields.

Qualities: Experience in the cultural sector appreciated. Team spirit, open-mindedness, good communication and diplomatic skills, sense of service, good organisational skills, rigour. Knowledge of digital tools.

Skills: Fluent in English and French, Spanish desirable.

Excellent knowledge of project management tools and information and communication technologies.

ICOM offers you the following benefits: Teleworking: 2 days per week max. - Leave: 30 days per year - Health insurance: 100% covered by the employer. - Full-time contract: 37.5 hours per week.

If you are interested in this position, please send your application to icom.jobs@icom.museum before 1 May 2022. Interviews are scheduled for May 2022.