

Head of Capacity Building / Museums & Society Department (F/M)

Reporting to: Director General

The International Council of Museums (**ICOM**) is an international organisation bringing together museums and museum professionals whose secretariat is located in Paris and composed of 28 employees. ICOM is:

- A global network composed of **44 686** museum professionals in 138 countries and territories
- An expert forum composed of 119 national committees and 32 international committees (scientific)
- A non-governmental organisation (NGO) dedicated to advocacy, research, professional training and the protection of cultural heritage

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

Mission

The Head of the Capacity Building / Museums & Society Department (M/F) is responsible for the Secretariat's capacity building activities for professionals in the museum sector as well as for activities on "museums and society", including:

Management of the Department:

- Manage and supervise a team of 2-4 members and manage the HR of the department
- Develop, organise and monitor projects and set up the department's work plan
- Establish and manage the department's budget, in coordination with the finances department
- Communicate with the management, the team and other departments
- Seek funding for the department's projects

Creation and implementation of the programmes:

- Develop pedagogical strategies in order to strengthen the skills of museum professionals
- Design, organise and realise the capacity building programmes, including the coordination of the International Training Centre (ICOM-ITC) and the Research and Exchange Centre (ICOM-IMREC) in China
- Supervise the organisation of the capacity building and museums and society programmes
- Organise the logistics of the capacity building programmes with regard to trainers, participants and partners

Contribution to the creation of tools:

- Coordinate the creation of the capacity building programmes and materials
- Realise the publication, dissemination and maintenance of training tools
- Coordinate the development of distance learning tools

Coordination of trainers and participants:

- Accompany trainers in the development of capacity building strategies
- Follow up on communication with trainers and participants of the capacity building programmes
- Participate in the selection of trainers and participants for the capacity building programmes within the ICOM network, in relation to national and international committees and with the different departments of the secretariat.

Assessment of training activities:

- Contribute to the development and implementation of an assessment of the capacity building programmes
- Evaluate the effects and impacts of the capacity building programmes; write internal and external reports

Promotion of training activities:

- Contribute to the communication on training activities, in collaboration with the communication department
- Develop relationships with partners
- Represent ICOM at training-related events

Participation in projects of the Secretariat:

- Represent the department at the meetings of the Executive Board, the Advisory Council and heads of department, contribute to the good functioning and the success of these meetings.
- Work with the team for the success of the secretariat's and the organisation's projects, contribute to a positive and constructive working atmosphere within the secretariat and with the ICOM committees
- Provide necessary support for ICOM events and actively participate in working groups on specific projects within the Secretariat.

(Non-exhaustive list)

Profile

Education:

Master business school, in human and social sciences, design and implementation of cultural projects, or in management and protection of cultural heritage...

Experience:

At least 4/5 years of professional experience

Personal Qualities:

Thoroughness, ability to listen and to make proposals
Teamwork and good interpersonal skills
Versatile, dynamic, responsive, able to work on cross-functional files with flexibility and a sense of priorities.

Technical Skills:

Fluent English and French, Spanish a plus.
Management of capacity building projects, knowledge of the cultural and museum sector
Experience in international cooperation

Advantages:

Possibility of remote working (max. 2 days per week)
Holidays: 30 days per year
Health insurance: 100% paid by the employer.
Full time contract (37.5 hours per week), status "cadre"

*If you are interested in this offer, please send your application to **icom.jobs@icom.museum** before June 8, 2022.*