

## Heritage Protection Coordinator (F/M)

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

- a network of more than 44 686 museum professionals in 138 countries and territories
- a forum of experts made up of 119 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 ICOM Secretariat (composed of around 30 people) and reporting directly to the e Head of the Heritage Protection Department, the Coordinator for Heritage Protection Programmes ensures the development and coordination of cultural heritage protection projects, in particular the protection of heritage in emergency situations (**prevention, risk management and rehabilitation**).

### JOB DESCRIPTION – PRINCIPAL TASKS

In close cooperation with the other members of the Heritage Protection department, the main tasks of the coordinator will be to:

#### **Project development and follow-up**

- Plan and implement projects and programmes for the protection of endangered movable cultural heritage in various countries (risk management and disaster prevention), including emergency preparedness and response activities for museums, where appropriate in close collaboration with other national or international departments and/or partners,
- Coordinate and monitor the implementation of the Department's projects and programmes, including the Red Lists of Cultural Objects at Risk as well as risk management and disaster prevention for museums (including capacity building). In particular, the coordinator will be responsible for the follow-up of the preparation of the Emergency Red List of Cultural Objects at Risk in Ukraine (as well as future translations)
- Manage the administrative and budgetary aspects of the projects and programmes: monitoring of expenditure, contracts, agreements, etc.
- Seek funding for projects and programmes

#### **Monitoring and network support**

- Monitor the situation of cultural heritage in countries in conflict (where cultural heritage is likely to be targeted)
- Follow-up on requests from ICOM's national/international committees on issues related to heritage protection

#### **Promotion of heritage protection actions**

- Draft analytical notes on heritage protection, its legal and normative aspects
- Write memos, articles, statements, speeches, reports for internal and external distribution
- Represent ICOM at events related to heritage protection programmes where relevant

#### **Participation in transversal projects of the department and the secretariat**

- Assist the governing bodies in the organisation and preparation of annual meetings (logistical assistance, report writing, etc.)
- Support ICOM events in general
- Assist standing committee(s) when relevant
- Participate in working group(s) when relevant

*(Non-exhaustive list)*

**PROFILE**

Education

- Master's degree in human and social sciences, design and implementation of cultural projects, development, and protection of cultural heritage

Experience

- Minimum 3 years in international cultural project management or international cooperation (museum or international organisation)
- Desired experience in risk management and disaster prevention (museum perspective)

Qualities

- Team spirit, open-mindedness, good communication and diplomatic skills, sense of service, organisational skills, rigour, discretion.

Skills

- Geopolitical knowledge of issues related to the international museum and heritage sector (including the functioning of international organisations).
- Project management, including administrative and budgetary management
- Command of office software tools
- Fluency in English and French; knowledge of Spanish or other languages would be an advantage

**COMPLEMENTARY INFORMATION**

- Fixed term contract (1 year) - Start date: August/September 2022.
- Full-time contract: 37.5 hours per week
- Salary: 2 600 € gross / month

**ADVANTAGES**

- Annual leave: 30 days
- Teleworking: 2 days per week max.
- Mutual insurance: paid by the employer

*If you are interested in this offer, please send your application (CV and cover letter) to [icom.jobs@icom.museum](mailto:icom.jobs@icom.museum) by **1<sup>st</sup> July 2022**. Interviews are scheduled for July 2022. Shortlisted candidates will be invited by email for interview during July 2022.*