

## Legal Coordinator (M/F)

Reporting to: Director General

The International Council of Museums (**ICOM**) is an international organisation bringing together museums and museum professionals; its secretariat is based in Paris and has of 28 employees. ICOM is:

- A network of **44,686** museum professionals in 138 countries and territories
- A forum of experts organised in 119 National Committees and 32 International (scientific) Committees
- A non-governmental organization (NGO) dedicated to advocacy, research, professional training and heritage protection

Website : <http://icom.museum>

### Mission

The Legal Coordinator (M/F), in collaboration with the Institutional Coordinator (M/F) and under the authority of the Director General, is in charge of ICOM's legal affairs, in particular:

#### **Legal advice:**

- Advise the Secretariat, the Executive Board, the National and International Committees and the Regional Alliances on legal and contractual matters;
- Monitor laws, regulations and compliance issues that may concern ICOM as an association under the 1901 law; recommend answers to these issues;
- Draft or proofread, advise, analyse and follow up legal documents, contracts and agreements with external parties;
- Represent the museum community with the World Intellectual Property Organisation (WIPO) and other stakeholders (ICA, IFLA), in cooperation with the Institutional Coordinator (M/F);
- Deal with legal issues related to the ICOM trademark;
- Ensuring ICOM's compliance with the General Data Protection Regulation (GDPR) in coordination with the external Data Protection Officer (DPO)
- Prepare legal documents for Executive Board, General Assembly, Advisory Council and Separate Meetings of the National and International Committees;
- Support the management of votings at statutory meetings: registration and check of members in good standing and proxies, control and coordination of the attendance, etc.
- Take part in the preparation of the minutes of Executive Board, General Assembly, Advisory Council and Working Groups under the aegis of the Executive Board.
- Conceive and organise projects requiring legal expertise, and follow up with consultants and lawyers;
- Monitor the management and updating of contracts and their archiving

#### **Coordination, management and monitoring of legal affairs:**

- Provide advice on the interpretation of the valid Statutes, Internal Rules and procedures of ICOM, as well as on necessary amendments;
- Study statutes, Internal Rules and procedures, give advice on their interpretation and possible modification, draft notes and decisions for the Director General and the Executive Board
- Advise the Chairs of the Advisory Council, International Committees, National Committees and Regional Alliances on statutes, rules and procedures;

- Be contact person for the Working Group on Statutes and Rules (WGSR) and the Nominations and Elections Committee (NEC) at the Secretariat;

**Transversal Projects:**

- Participate in transversal projects of the Secretariat
- Accomplish tasks entrusted by the Director General

*(Non-exhaustive list)*

**Profile**

**Training:**

- Master II in International Law

**Experience:**

- At least 5 years, contract management, international law, intellectual property law

**Qualities:**

- Team spirit
- Diplomacy
- Discretion
- Strength of conviction
- Rigour
- Sense of organisation and service.

**Skills:**

- Managerial and administrative skills
- Knowledge of the international museum/cultural environment
- Mastery of office automation tools: Office pack, Internet messaging, etc.
- Fluent in English and French, Spanish a plus

**Advantages:**

- Possibility of teleworking (max. 2 days per week)
- Number of holidays: 30 days per year
- Health insurance: 100% paid by the employer.
- Full time contract (37.5 hours per week), Executive status

*If you are interested in this position, please send your application to [icom.jobs@icom.museum](mailto:icom.jobs@icom.museum) before **4 September 2022**.*