

**Head of Publications and Documentation Department (M/F)**

Reporting to: general management

The International Council of Museums (ICOM) is the world association of museums. ICOM is :

- a network of more than 49,000 members in 138 countries and territories
- an expert forum made up of 118 National Committees and 32 International (scientific) Committees
- a non-governmental organisation (NGO), building professional capacities, defending world heritage and making known the value of museums to society

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

**Mission**

The Head of Publications and Documentation (M/F) is responsible for managing the publications and documentation department, which includes:

**Team Management**

- Leads and supervises a team of 2-3 people and manages the HR of the department
- Develops, organises and monitors projects, and establishes the department's work plan
- Establishes and manages the department's budget
- Liaises with the general management, other departments of the Secretariat and the association's bodies
- Seeks funding for the department's projects

**Management of ICOM periodicals and other publications**

- Proposes and implements ICOM's editorial strategy
- Ensures the quality, consistency, sustainability and timeliness of publications
- Is responsible for the journal Museum International and other ICOM publications, from writing to editing
- Is the contact person for the editorial boards of Museum International and the International Journal of Intangible Heritage
- Negotiates and manages partnerships with various publishers

**Supervision of Archives and Documentation**

- Supervises projects relating to archives and documentation and ensures their maintenance

**General tasks**

- Participates in institutional communication operations, in particular through the drafting of materials (written, web, etc.) and participation in meetings and conferences
- Manages files entrusted by the Director General  
(*Non-exhaustive list*)

**Profile**

- Master's degree in international law or business, communications, journalism or publishing

**Expérience :**

-5 years minimum: editing, team and budget management

**Qualities:**

- Team spirit
- Leadership skills
- Anticipation
- Ability to make decisions
- Ability to analyse and summarise
- Negotiation, organisation and service skills
- Perseverance

**Skills:**

- Writing, managerial and administrative skills
- Knowledge of the international museum/cultural environment
- Knowledge of intellectual property rights, publishing contracts
- Mastery of office automation tools: Office pack, Internet messaging, etc.
- Fluent in English and French, Spanish a plus

**Advantages:**

- Possibility of remote working (2 days per week max.)
- 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 30 September 2022***