

Editor

Report to Publications & Documentation Department

The International Council of Museums (ICOM), based in Paris, is an international organisation of museums and museum professionals. ICOM is :

- a network of over 45,000 members in 138 countries and territories
- a forum of experts composed of 121 National Committees and 32 International (Scientific) Committees
- a non-governmental organisation (NGO), building professional capacity, advocating for world heritage and communicating the value of museums to society

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

MISSION

The Editor is responsible for the production of publications within the Publications and Documentation Department. His/her tasks are as follows:

- Participating in the production of print publications (Museum International journal, monographs, etc.): Organising meetings of the Museum International editorial committee and drafting the minutes, proofreading manuscripts, preparing copies, coordinating the various parties involved (authors, translators, graphic designers, etc.), proofreading and approving final proofs.
- Follow-up of production until delivery and stock management
- Participation in digital editorial projects (proofreading of articles, production for the ICOM Voices column, etc.)
- Independent production of certain editorial projects (brochures, guides, etc.): editing, translation, proofreading, layout, production
- Iconographic research to illustrate the various publications
- Administrative follow-up (signed author contracts, etc.)
- Ordering and assigning ISBN or ISSN numbers
- Sending to the Legal Deposit Office
- Proofreading, writing and translating documents and communication materials of the Secretariat in French and English
- Layout of internal documents

Non-exhaustive list

PROFILE

Education:

- 5 years of university education in publishing or the humanities (with experience in publishing)

Experience:

- 2-3 years experience in publishing

Abilities:

- Team spirit, rigour, organisational and service skills,
- Ability to work in an international environment.

Skills:

- Editing techniques
- Good knowledge of the Adobe Suite (Indesign, Photoshop, Illustrator)
- Good digital literacy
- Proofreading and correction techniques, typographic rules
- Knowledge of the graphic chain (production, printing)
- Knowledge of legal deposit regulations, image rights, copyright

Languages:

- Excellent French (spelling, syntax, grammar)
- Excellent English. A good knowledge of Spanish is desirable.

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. Employee status

If you are interested in this offer, please send your application before 15 January 2023 to

icom.jobs@icom.museum