

## Coordinator of the national committees M/F

Report to Members 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>

### **MISSIONS**

The National Committees Coordinator (M/F) is a key position as an intermediary within the Secretariat and between the Secretariat and the National Committees. He/she ensures communication within the association and the continuity of the work of the national committees. He/she supports their boards and helps them to make the activities of the committees visible.

Within the Membership Department of the ICOM Secretariat, and under the authority of the Head of Department, the National Committees Coordinator (M/F) has the following main tasks

#### **Management of National Committees (NCs)**

- Develops and monitors the NC management manual.
- Advises and instructs the NC chairpersons and secretaries in the management of their committees
- Collects and monitors the rules of procedure of the NCs, carries out statistical analysis of the data collected.
- Advises and instructs NCs in the management of their archives.
- Creates and monitors a historical file of each NC.
- Follows up on the recommendations of the separate NC meeting.
- Advise and instruct NCs in the implementation of the ICOM strategic plan.
- Provide NCs with self-evaluation tools (conference evaluations, etc.).
- Advises NCs on communication through mini-sites, social media, newsletters and mailings.
- Follows up conferences and activities of NCs: update of the ICOM agenda on the website.

#### **Services to members and national committees**

- Assists ICOM members and other contacts in their various activities: telephone and physical reception, response to e-mails and letters.
- Publishes and sends out membership cards (new or replacement) and annual stickers as soon as possible.
- Processes membership applications from countries and territories without a national committee, in accordance with the validation circuits in force.
- Monitors the membership and activities of a portfolio of National Committees.
- Assists National Committee managers with membership issues.
- Contributes to membership development and recruitment, particularly in under-represented regions.
- Ensures that procedures are followed and implemented.

#### **Database management**

- Enter and/or import new memberships.
- Updates membership data.
- Produces reports and statistics on membership, fees and national committees.
- Contributes to the improvement of the membership management tool.

#### **Follow-up of the membership payment process (in interface with the finance department)**

- Carry out the daily follow-up of payments: checks, updates of the payment journal and records in the membership database
- Ensures receipt of cash payments (rare)
- Edit and send invoices and other accounting documents
- Checks payment data at year-end
- Processes membership applications from countries and territories without a national committee, in accordance with the validation circuits in force, and in particular the payment of their fees.

#### **Activities of the ICOM Membership Department and Secretariat**

- Provides logistical assistance at ICOM events in France and abroad (annual meetings, triennial conferences, etc.).

- Actively participates in working groups on specific projects within the Secretariat.
- Collaborates as a team for the success of the department's and the organisation's projects.
- Contributes to a positive and constructive working atmosphere within the department and with ICOM committees, respecting cultural diversity.

*Non-exhaustive list*

All these tasks require close coordination with the Legal and Institutional Affairs Coordinator (M/F), the Membership Department, the Accountant (M/F), the Digital Communications Officer (M/F), the Communications Coordinators (M/F) and other team members.

**PROFIL**

Education : 3 years of higher education or equivalent in business administration, management, finance or a university degree in the cultural field in museology, political science, international cooperation, heritage management, cultural policy and/or communication.

Experience: At least 3 years of professional experience in international cooperation and/or museums, the cultural sector or NGOs, managing museums and/or heritage projects.

Qualities: Team player, open-mindedness, communication and diplomatic skills, service and organisational skills, tenacity

Miscellaneous :

Teleworking: 2 days per week max.

Leave: 30 days per year

Health insurance: 100% paid by the employer

Fixed-term employment contract Full-time: 37.5 hours per week

Employee status

Jobposition based to ICOM – CONSEIL INTERNATIONAL DES MUSEES 15 RUE LASSON 75012 PARIS

Skills: Fluent English, Spanish and French. Knowledge of the museum and the cultural sector. Good knowledge of communication techniques and tools. Knowledge of public policies related to culture. Ability to coordinate projects. Mastery of project management techniques. Good knowledge of IT tools (particularly databases and public relations software)

if you are interested in this position, please send your application before 31 January 2023 to  
**icom.jobs@icom.museum**