

Personal Assistant (M/F) to the President of ICOM

Report to President

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

Under the direct authority of the President of ICOM, the Personal Assistant to the President has the following tasks:

Personal assistance to the President

- In coordination with the Executive Coordinator and the Executive Assistant, ensures the President's communication with the Director General, the Executive Board, the Advisory Council and external stakeholders
- Maintains the President's agenda, prepares appointments and meetings
- In coordination with the Communication Department and other relevant departments, supports to the President to prepare presentations and speeches, and in museum and archive research
- Assists the President in monitoring the implementation of the Strategic Plan.
- Prepares and follows up on the minutes of her meetings and maintains her archives
- Organises the logistical aspects of the President's missions and the missions of the members of the Executive Board mandated by the President, and monitors the corresponding budgets
- Provides personal assistance to the President
- Handles any file or task entrusted by the President

Administrative management :

- Manages the generic e-mail box president@icom.museum
- Manages and drafts the President's correspondence, if necessary
- Handles the President's incoming telephone calls
- Welcomes the President's visitors to the Secretariat
- Actively participates in cross-departmental projects and, where appropriate, in Secretariat working groups, if authorised by the President.

(Non-exhaustive list)

PROFILE :

- Training in cultural heritage management or cultural studies BAC +3/5

Experience:

At least 2 years of professional experience

Qualities :

- Listening and adaptability,
- Proactive and conscientious

Skills :

- Fluent in English and French, Spanish is a plus.
- Excellent oral and written communication skills.
- Knowledge of the cultural and museum sector is a plus
- International environment

- Teamwork and good interpersonal skills
- Versatile, dynamic, responsive, able to multitask with flexibility and a sense of priorities.

Further information :

Work from home: 2 days per week max.

Annual 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

Role based at ICOM – CONSEIL INTERNATIONAL DES MUSEES 15 RUE LASSON 75012 PARIS

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