

## Heritage Protection Coordinator (F/M/X)

The International Council of Museums (**ICOM**) is a global museums association that is:

- a network of more than 50 000 museum professionals in 138 countries and territories
- a forum of experts made up of 121 National and 32 (scientific) International Committees
- a non-governmental organisation (NGO), building professional capacities, defending the world's heritage, and communicating the value of museums to society.

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

### MISSION

As part of ICOM Secretariat (composed of approximately 30 people) and reporting directly to the Head of the Heritage Protection Department, the Heritage Protection Coordinator ensures the follow-up and coordination of cultural heritage protection projects, in particular the ICOM participation in the EU ANCHISE Project '*Applying New Solutions for Cultural Heritage protection by Innovative, Scientific, social and economic Engagement*', a European project funded by the Horizon Europe Programme - Research and innovation on cultural heritage and CCIs-2022.

### JOB DESCRIPTION – PRINCIPAL TASKS

The main tasks of the coordinator will be to:

#### **Project development and follow-up**

- Coordinate the implementation of the project which aims at offering to European societies efficient methods, knowledge and toolkits to enhance the protection of cultural heritage against looting and illicit trafficking;
- Develop close cooperative and collaborative relationship with the principal project coordinator of the project in the leading organisation (EFA);
- Ensure the timely reporting and delivery of all project commitments;
- Cooperate with all the stakeholders within the Consortium of the project;
- Contribute to the preparation of the demonstration sessions with selected ICOM national/international committees;
- Prepare and schedule preparatory meetings with partners, if necessary;
- Draft analytical notes on the project (updates, studies, analysis, etc);
- Prepare memos, articles, and reports for internal and external distribution;
- Coordinate the administrative and budgetary aspects of the project: monitoring of expenditures/costs, contracts, agreements, etc., in compliance with the deadlines fixed in the project timeline;
- Regularly communicate with the Head of Heritage Protection Department regarding project updates.

#### **Project promotion**

- Participate in the communication strategy for the project, in collaboration with the Communication Department;
- Ensure the communication of the project on official social media platforms, in particular.

#### **Participation in transversal projects of the Department**

- As ANCHISE Project is part of the Department's projects that aim to globally contribute to the protection of movable cultural heritage at risk within the world, the coordinator will ensure the adequate integration of the project within the Department's workplan under direct supervision of the Head of Department. For this reason, transversal work will be required to ensure relevance and adequacy of the project within ICOM's strategical plan for heritage protection.

(Non-exhaustive list)

### PROFILE

Education

- Master's degree in human and social sciences, design and implementation of cultural projects, development, or protection of cultural heritage

Experience

- Minimum 3 years in international cultural project management or international cooperation (museum or international organisation)
- Experience in projects related to heritage protection (desired)

Qualities

- Strong written and oral communication skills; ability to analyse, organise, and prioritise; team spirit and ability to work with people from diverse backgrounds; pedagogical skills; diplomacy and discretion; rigour, autonomy, and adaptability

Skills

- Knowledge of geopolitical issues related to the international museum and heritage sector
- Project management, including administrative and budgetary management as well as experience in data management
- Good knowledge of the function of international organisations
- Command of office software tools
- Fluency in English or French, and working knowledge of the other; knowledge of Spanish or other languages would be an advantage

**COMPLEMENTARY INFORMATION**

- Fixed term contract (3 years) - Start date: 1 **August 2023**
- Full-time contract: 37.5 hours per week
- Salary: 2 750 € gross / month

**ADVANTAGES**

- Annual leave: 30 days
- Teleworking: 2 days per week max.
- Health insurance paid by the employer
- Lunch vouchers

The position is based at ICOM - International Council of Museums, 15 rue Lasson, 75012 Paris (France)

*If you are interested in this offer, please send your application (CV and cover letter) to [icom.jobs@icom.museum](mailto:icom.jobs@icom.museum) by **12 July 2023**.  
Shortlisted candidates will be invited by email for interview.  
Interviews are scheduled for July 2023.*