

Internal Communications Coordinator

Reporting to : Communication Department

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

- a network of over 50,000 members in 131 countries and territories
- a forum of experts made up of 120 national committees and 32 international (scientific) committees
- a non-governmental organisation (NGO), strengthening professional capacities, defending world heritage and communicating the value of museums to society

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

MISSIONS :

Working within the ICOM Secretariat (with a staff of around thirty) and reporting to the Head of the Communications Department, the Internal Communications Coordinator will be responsible for :

Managing the flow of communication between governance, the secretariat and members:

- Management of Members' Newsletters and internal emailings
- Managing the Member Area
- Internal communication campaigns: opportunities for members (Museum International, ICOM Voices, scholarships, training, etc.), involvement of committees in external campaigns (General Conference, International Museum Day, etc.).
- Exploring new internal communication channels

In collaboration with the members' department :

- Internal audience research
- Prospecting for growth, retention and renewals, etc.

Communications support for committees :

- Management and drafting of internal communication manuals
- Participation in informative meetings of international and national committees
- Management of minisites in collaboration with the digital communications manager

PROFILE :

Training:

- Master's degree or equivalent in marketing or communication or business school

Experience :

- At least 2 years' experience in the cultural sector, museums, international cooperation or NGOs

Qualities :

- Team spirit, open-mindedness, diplomacy and resilience, rigour, sense of service, good organisational skills, good communication skills, good analytical, interpersonal and editorial skills, strategic mindset.

Skills :

- Proficiency in CRM tools (ideally Salesforce) and reporting tools, writing skills
- Fluent English and French, Spanish desirable.
- Knowledge of new technologies and social media
- Knowledge of the cultural sector and museums

Benefits:

- Teleworking: max. 2 days per week.
- Annual leave: 30 days
- Health insurance: 100% employer-paid
- Luncheon vouchers
- Fixed-term contract, 12 month - Full-time: 37.5 hours per week

If you are interested in this vacancy, please send your application to icom.jobs@icom.museum before 20 July 2023.