

LEGAL INTERN (M/F)

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

- a network of more than 50,000 members in 138 countries and territories,
- an expert forum made up of 120 National Committees and 34 International (scientific) Committees,
- a non-governmental organisation (NGO), building professional capacities, defending world heritage and making known the value of museums to society Official.

Website: <http://icom.museum>

Under the authority of the Director General and the supervision of the Legal Advisor and the Legal Coordinator, the intern will provide assistance in the follow-up of ICOM's legal, administrative and institutional files, as well as in the preparation of the organisation's statutory meetings.

MISSIONS

- Support in the preparation of ICOM statutory meetings:

- drafting, proofreading and translation of official documents (invitations, working documents, guidelines...);
- regular contact with the Chairs and Secretaries of ICOM's institutional bodies (information requests, reminders...).

- Support to ICOM Standing Committees and Working Groups related to legal issues (LEAC, WGSR, NEC):

- monitoring and research;
- preparation of briefings and working documents (including minutes);
- organisation and follow-up of meetings.

- Support to the management and administrative follow-up of the team's documentation;

- Any other task in legal affairs that may be required by the supervisors.

PROFILE

- 4 years of higher education in law, international relations or political science;
- very good level in English and French, Spanish a plus;
- excellent command of the Office Pack and project management tools;
- organisational skills, rigour, team spirit, ability to work under pressure, resistance to stress, ability to make proposals;
- experience in an associative or international context is desirable.

ADDITIONAL INFORMATION

Starting date: January 2024

Duration of internship: 6 months

Geographical location: Paris and possibility of teleworking

Envisaged remuneration: legal traineeship allowances

If you are interested in this position, please send your application (curriculum vitae and cover letter in English) to Valentine MOLINEAU (valentine.molineau@icom.museum) and Marion TORTERAT (marion.torterat@icom.museum) **before 20 November 2023**.