

## Head of Communications and Public Relations Department

Communications Department

**ICOM** (International Council of Museums) is a global museum organisation, encompassing:

- a network of almost 49,000 museums and museum professionals in 138 countries and territories
- an expert forum composed of 118 National Committees and 32 International (scientific) Committees
- an international non-governmental organisation (NGO), building professional capacity, defending the world's heritage and communicating the value of museums to society

Website: <http://icom.museum>

### **MISSIONS :**

At the ICOM Secretariat, reporting to the Director General (DG), the Head of the Communications and Public Relations Department oversees the quality of ICOM's communication, image and relationships.

#### Team management

- Lead and supervise a 3-5-member team
- Organise and monitor the department's missions
- Communicate with team, other departments, and senior management

#### Steering of communication actions

- Develop a global vision for the communication of ICOM, in cooperation with the DG
- Define ICOM's communication strategy, in cooperation with the DG
- Manage the branding and the image of ICOM in order to promote the organisation, in cooperation with the DG
- Develop, implement and monitor communication plans
- Prepare and control the department's budgets
- Manage press relations, releases, kits, etc.
- Prepare and manage events
- Ensure the quality and consistency of information and content, print and digital, written, visual and audio-visual media
- Monitor content and proper functioning of the website(s) and of ICOM's social media activities
- Prepare speeches

#### Interactions with other departments, ICOM bodies or external parties

- Advise and support the Executive Board and other departments of the Secretariat and implement actions regarding their communication
- Advise ICOM Committees, regarding their communication
- Steer and coordinate external service providers

### **PROFILE :**

#### Education:

- B.A./M.A. or equivalent in communication or journalism

#### Experience:

- 4 years minimum in the cultural sector, museums, international cooperation or NGOs

#### Personal qualities:

- Team spirit, open-mindedness, diplomacy and resilience, rigour, sense of service, excellent communication, analytical, organizational, interpersonal and editorial skills, strategic thinking.

#### Skills:

- Fluent English and French, Spanish a plus
- Knowledge of new technologies and social media
- Knowledge of the culture and museum sector

**Miscellaneous:**

- Work from home: 2 days per week max.
- Annual Leave: 30 days per year
- Health insurance : 100% paid by the employer
- Lunch vouchers
- Permanent contract –full time: 37.50 hours per week
- Executive status

*If you are interested in this position, please send your application to [icom.jobs@icom.museum](mailto:icom.jobs@icom.museum)  
before 10 November 2023*