

Heritage Protection Assistant (F/M/X)

The International Council of Museums (**ICOM**) is the global museum 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 34 (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 Assistant will support the development and implementation of projects and activities of the Heritage Protection Department, and other associated administrative duties.

JOB DESCRIPTION – PRINCIPAL TASKS

Project Support:

In close cooperation with the Head of Department, the Heritage Protection Assistant will assist in the development, planning and implementation of the Heritage Protection Department's activities, in particular:

- the realisation and administrative follow-up of projects, content, tools and programmes for the prevention of risk and protection of cultural heritage (including the Red Lists of cultural objects in danger),
- the development of programmes for the protection of movable cultural heritage at risk in various countries (risk management and disaster prevention), including emergency preparedness and response activities for museums, where appropriate in close collaboration with other departments and/or national or international partners,
- the publication and distribution of Heritage Protection Department tools and resources,
- the drafting of analytical notes concerning the protection of cultural property, including its legal and normative aspects,
- the monitoring current events and international initiatives in the field of heritage protection.

Department Support:

Under the direct supervision of the Head of Department and in close collaboration with its members, the Heritage Protection Assistant will follow tasks assigned to the Department, in particular:

- the communication of activities of the Department (in consultation with other appropriate Departments),
- the active contribution to joint projects and to the daily activities of the Department,
- the drafting of writing reports, internal notes and briefings,
- the preparation of the Department's missions,
- the follow-up on correspondence.

Participation in transversal projects of the Department and the Secretariat

- Assist the governing bodies in the organisation and preparation of annual meetings (logistical assistance, report writing, etc.)
- Support ICOM events and initiatives in general
- Assist standing committee(s) when relevant
- Participate in working group(s) when relevant

(Non-exhaustive list)

PROFILE

Education:

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

Experience:

- Minimum 1 year in international cultural project management or international cooperation (museum or international organisation). Experience in projects related to the protection/security of museums would be an advantage

Qualities:

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

- 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
- Good knowledge of the function of international organisations would be an advantage

COMPLEMENTARY INFORMATION

- Fixed term contract (18 months) - Start date: **1 February 2024**
- Full-time contract: 37.5 hours per week
- Salary: 2 550 € 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 by **8 December 2023**.
Only shortlisted candidates will be contacted and invited by email for interview.
Interviews are scheduled for January 2024.*