

DIRECTOR GENERAL (F/M/X)

OVERVIEW OF THE POSITION

The International Council of Museums (ICOM) is the global membership organisation for museums and museum professionals, with over 50,000 members from more than 140 countries and territories. ICOM is a not-for-profit, non-governmental organisation, with its headquarters in Paris, France.

The Director General is the head of the Secretariat (approximately 40 staff), the standing organization of ICOM, and manages ICOM's day-to-day affairs and operations.

The Director General adopts the President's vision and implements the decisions taken by the President, the Executive Board and the General Assembly (Internal Rules, Article 10) and manages the actions in ICOM's Strategic Plan.

The Director General is responsible for the management of ICOM's financial and human resources. The role includes the international representation of ICOM, as guided by the President and the Executive Board.

FUNCTIONS

General responsibilities

The Director General:

- Manages the day-to-day operations of the ICOM Secretariat
- Coordinates and supervises the departments of the ICOM Secretariat
- Reports to the President and the Executive Board about all aspects of the Secretariat's work, at agreed moments, at minimum at the Executive Board's statutory meetings
- Contributes expertise and insight to the development of ICOM's organisational strategies
- Makes recommendations to the President and the Executive Board, communicating vision and priorities with clarity
- Supports and facilitates strategic decision-making by the President and the Executive Board
- Timely implements all decisions taken by the President, the Executive Board and the General Assembly
- Supports the President in representing ICOM externally
- Makes financial decisions to the highest ethical standards and in accordance with the annual budget, as established by the Executive Board
- Ensures a healthy working environment, and fosters open and constructive dialogue within the Secretariat
- Develops and maintains respectful and strategic relationships with internal and external stakeholders, including ICOM's constituent committees, workings groups, strategic alliances and wider membership

Specific functions

- Develops annual business plans and budgets for the activities and operations of ICOM with achievable goals and objectives for the Secretariat
- Prepares annual and other reports
- Promotes effective communication within the Secretariat, and with the Executive Board, members and committees
- Facilitates ICOM's Statutory meetings, including the annual General Assembly and the triennial General Conference
- Ensures compliance with ICOM's Statutes, Internal Rules and Strategic Plan
- Facilitates and supports the activities of ICOM's Standing Committees, Working Groups, National and International Committees and Regional Alliances
- Manages the programs related to ICOM's mission
- Provides services to the members of the organization

WORKING / REPORTING RELATIONSHIPS

The Director General works under the direction of the President of ICOM. The President delegates all or part of ICOM's operational attributes and/or authority to the Director General to manage ICOM's day-to-day operations. This delegation will include written provision for the Director General to sign contracts on behalf of ICOM and to assume the corresponding responsibilities. The Director General must inform the President of the contracts that have been signed.

The relationship between the Director General and the President is crucial for ensuring the accomplishment of the organisation's objectives, necessitating high levels of professional and managerial experience, and of professional ethics on all sides. The Director General maintains excellent and professional working relationships with the President and Executive Board at all times.

REQUIREMENTS FOR THE ROLE

Required academic level / training

- A post-graduate qualification in a relevant field
- Demonstrable training and experience managing human resources
- Demonstrable training and experience managing financial resources

Professional experience and skills

- Significant leadership experience in museum, art or heritage administration, non-profit organisations and/or NGO

- Management experience of at least five years, with responsibility for at least 15 persons staff and a 2.5 million € budget
- Knowledge of current standards and best practices in museums, NGOs or other relevant organisations
- Excellent communication skills, both spoken and written. Proficient in French and English, and preferably also in Spanish
- Understands digital environments and embraces emerging technologies

Personal characteristics

- A visionary and innovative leader who brings creativity and imagination, and who leads, welcomes and embraces change
- A strategic thinker able to navigate and promote organizational vision and growth
- A strong commitment to, and understanding of, the role and function of museums, and their importance for society
- A transparent, collaborative and positive leadership style that embraces diplomacy, creativity and flexibility
- Demonstrated commitment to diversity, inclusion and cross-cultural collaboration
- Demonstrated ability to navigate complex issues in local and international contexts
- Ability to motivate excellence and to support staff members, allowing them to grow and develop
- Ability to step back into a supporting role when appropriate and delight in engendering the best work in others

CONTRACT

Upon appointment, the Director General will be subject to a six-month probation period before being appointed to the ongoing role.

Throughout the tenure of the Director General, there will be an annual performance review by the President and at least one member of the Executive Board, in consultation with members of the Secretariat as required.

ADVANTAGES

- Annual leave: 30 days
- Health insurance paid by the employer
- Lunch vouchers

*If you are interested in this offer, please send your application (CV and cover letter) to icom.jobs@icom.museum by **17 March 2024**. Only shortlisted candidates will be contacted and invited by email for interview. Interviews are scheduled for April 2024.*