
Membership Coordinator (M/F)

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

- A network of more than 57,000 members in 138 countries and territories
- an expert forum composed of 120 National Committees and 34 International (Scientific) Committees
- a non-governmental organization (NGO), building professional capacity, advocating for World Heritage and raising awareness of the value of museums in society

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

Mission

Under the authority of the Head of the Membership Department, the missions concern in particular and not exclusively the management of a portfolio of National Committees and the provision of a support service to ICOM members and committees, according to the distribution and procedures in force within the organisation, and in particular:

Services to Members and National Committees

- Accompanies ICOM members and other interlocutors in their various procedures: telephone and physical reception, response to emails and letters
- Edits and sends membership cards (new or replacement) and annual stickers as soon as possible
- Monitors the membership and activities of a portfolio of National Committees defined by the Head of the Department
- Assists National Committee managers on membership issues
- Contributes to membership development and recruitment of new members, particularly in underrepresented regions
- Ensures compliance with and implementation of procedures

Database Management

- Enters and/or imports new memberships
- Updates member data
- Produces reports and statistics on memberships, dues and National Committees
- Contributes to the improvement of the membership management tool

Activities of the Members' Service and the General Secretariat

- Provides logistical assistance during events organized by ICOM in France and abroad (annual meetings, triennial conferences, etc.)
- Actively participates in working groups on specific projects within the Secretariat
- Collaborates as a team for the success of department and organizational projects
- Contributes to creating a positive and constructive working atmosphere, within the Department and with ICOM committees, with respect for cultural diversity
- Coordination and monitoring of the Secretariat's projects
(Non-exhaustive list)

Profile

Education :

- Bac + 2 training in Business Administration, Management, Finance
- Or University course in the cultural field

Skills:

- Fluent in French, English and Spanish.
- Excellent writing skills
- Knowledge of the culture and museum sector

Experience :

- 3-5 years of minimum professional experience

Qualities :

- Listening and adaptability
- Precision, sense of service and result
- Good interpersonal skills,
- Taste for teamwork
- Rigour
- Reliability
- Assiduity
- Methodical

If you are interested in this opportunity, please send your application to icom.jobs@icom.museum