

Permanent contract - Start date: January 2025
 Monthly salary gross : according to experience

ICOM (International Council of Museums) is the global museum association, 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>

Job Title	Head of the Institutional Events Department
Reporting	Director of Impact and Innovation DII

JOB DESCRIPTION

Role	Responsible for the planning, coordination and implementation of all steps related to the organization of the ICOM General Conference. Coordinate the work of the Institutional Events Department team and ensure the development and management of statutory meetings.
Missions	<p>A. ICOM General Conferences</p> <p>1. Project cycle management</p> <ul style="list-style-type: none"> • Plan and oversee the key stages of the project, from the call for applications from the host countries of the General Conference, the application evaluation process, to the implementation of the project and its final evaluation <p>2. Coordination and Planning</p> <ul style="list-style-type: none"> • Accompany local partners (National Committees, Professional Congress Organiser etc.) in the planning and implementation of the project, guiding them through the process and facilitating the necessary exchanges to ensure the success of the project • Coordinate and organise the work of the team of the Institutional Events Department of the ICOM Secretariat • Develop and coordinate the three-year project schedule, defining key milestones and milestones, and ensuring regular follow-up • In cooperation with the legal department, draft contractual documents related to the General Conference • Ensure internal budget monitoring <p>B. Statutory meetings</p> <ul style="list-style-type: none"> • Oversee and coordinate the organisation of ICOM's annual statutory meetings, taking charge of planning, logistics, execution, and evaluation, in collaboration with internal and external stakeholders • Develop and coordinate the schedule, defining the main steps and milestones, and ensuring regular follow-up

	<ul style="list-style-type: none"> • Coordinate and organise the work of the ICOM Secretariat team <p>C. Cross-functional collaboration</p> <ul style="list-style-type: none"> • Actively contribute to all cross-cutting files of the Secretariat, providing support as needed • Also act as a contact person for one of the ICOM committees, liaising and responding to their specific needs as needed <p>D. Team supervision</p> <p>Steering the tasks of the department of 3 people, reporting on the work carried out by the Impact and Innovation Section</p>
Intra/inter links	<p>Intra: all the services of the secretariat</p> <p>Inter: partners of Icom</p>
Job Constraints	One-off trips abroad

SKILLS REQUIRED FOR THE POSITION

Formation	Bac +4/5
Knowledge Area	<p>Cultural and artistic</p> <p>Project management</p> <p>Team management</p> <p>Languages: English and/or French, Spanish</p>
Interpersonal skills	<p>Appreciate teamwork and thrive through Interpersonal skills</p> <p>Be flexible and adapt to the context, your interlocutors and the situation</p> <p>Open-mindedness</p> <p>Organization, management of deadlines</p>
Experiment	Experience in international project management

To apply, please send your application (covering letter, CV, references and salary expectations) to icom.jobs@icom.museum

position based in ICOM – CONSEIL INTERNATIONAL DES MUSEES 15 RUE LASSON
75012 PARIS