

ICOM is looking for a **Heritage Protection Coordinator** to join the ICOM Secretariat in Paris – France!

Who are we?

The International Council of Museums (ICOM) is the largest global association of museums. As a leading global institution, ICOM connects museum professionals worldwide to foster collaboration and innovation.

- A network of over 57,000 members in 138 countries and territories
- A forum of experts consisting of 120 National Committees and 34 International (Scientific) Committees
- A non-governmental organisation (NGO) that strengthens professional capacities, defends global heritage, and raises awareness about the value of museums in society.

What are we looking for?

Reporting to the Head of the Heritage Protection Department, you ensure the follow-up and coordination of cultural heritage protection projects, in particular the EU-ICOM Project *‘Fight against illicit trafficking of cultural goods: monitoring and preventive measures to secure museums and document collections’*, a project funded by the European Commission.

Your responsibilities will include:

Project development and follow-up

- Coordinate the implementation of the project which aims to develop operational tools and activities that will aid in the development of a better understanding of the illicit trafficking of cultural goods and help in its prevention;
- Develop a close cooperative and collaborative relationship with the principal partner of the project (EU-EAC);
- Cooperate with all stakeholders in the project (such as the National Committees, subcontractors, experts);
- Prepare and schedule working meetings with partners and organise travel and accommodation for experts if necessary;
- Draft analytical notes on the project (updates, studies, analysis, etc);
- Prepare memos, articles, and reports for internal and external distribution;
- Coordinate the administrative and budgetary aspects of the project: monitoring of expenditures/costs, contracts, agreements, justificative pieces, etc., in compliance with the deadlines fixed in the project timeline;
- Ensure the timely reporting and delivery of all project commitments;
- Regularly communicate with the Head of the Heritage Protection Department regarding project updates.

Project promotion

- Participate in the communication strategy for the project, in collaboration with the Communication Department;
- Ensure the communication of the project on official social media platforms, in particular.

Participation in transversal projects of the Department

- As the EU-ICOM Project is part of the Department's activities that aim to globally contribute to the protection of movable cultural heritage at risk within the world, the coordinator will ensure the adequate integration of the project within the Department's workplan under the direct supervision of the Head of Department. For this reason, transversal work will be required to ensure the relevance and adequacy of the project within ICOM's strategical plan for heritage protection.

You align with ICOM's culture: integrity, inclusion, commitment, and continuous improvement.

Who are we looking for?

- Master's degree in human and social sciences, design and implementation of cultural projects, development, or the protection of cultural heritage
- Minimum 3 years in international cultural project management or international cooperation (museum or international organisation)
- Any experience in EU projects related to heritage protection would be an advantage
- Knowledge of geopolitical issues related to the international museum and heritage sector
- Project management, including administrative and budgetary management as well as experience in data management
- Good knowledge of the function of international organisations
- Command of office software tools
- Fluency in English or French, and working knowledge of the other

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

Benefits

- 50% reimbursement of the Navigo pass
- Comprehensive health coverage (100% funded by ICOM) for you and your family
- Ticket Restaurant through Edenred (meal voucher card)
- Fixed term contract (18 months) (CDD) / 37.5 hours per week
- Salary: €2,800 gross / month
- Work location: 12th arrondissement in Paris, France
- Option to work remotely two days per week
- Option to work remotely for two weeks per semester from another location, subject to internet connectivity

Recruitment Process

1. First interview with the HR Manager.
 2. Second interview with the Head of the Department.
 3. Final interview with the Director General.
- Send in the following documents to be considered for the recruitment: a complete application package featuring your CV, cover letter, professional references, and salary expectations – to icom.jobs@icom.museum by 31 January 2025. Start date: 1 March 2025.