



Job Opening:

Head of the Institutional Events Department

ICOM is looking for a **Head of the Institutional Events Department** to join the ICOM Secretariat in Paris – France!

About ICOM

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.

About the role

Reporting to the Impact & Innovation Manager, your primary mission will be to plan, coordinate, and implement all stages related to the organisation of ICOM's General Conferences. Additionally, you will coordinate the work of the Institutional Events Department team and oversee the development and management of statutory meetings.

Your responsibilities will include

A. ICOM General Conferences

1. Project Cycle Management

- Plan and oversee key project stages, from the call for applications for host countries, through the evaluation process, to the implementation and final assessment of the project.

2. Coordination and Planning

- Support local partners (National Committees, Professional Congress Organisers, etc.) in planning and executing the project by guiding them through the process and facilitating necessary exchanges to ensure success.
- Coordinate and organise the work of the Institutional Events Department team at the ICOM Secretariat.
- Develop and oversee the project's three-year planning, defining key milestones and ensuring regular follow-up.
- Draft contractual documents related to the General Conference in collaboration with the Legal Department.
- Ensure internal budget monitoring.

B. Statutory Meetings

- Supervise and coordinate the organisation of ICOM's annual statutory meetings, handling planning, logistics, execution, and evaluation in collaboration with internal and external stakeholders.
- Develop and manage planning, define milestones, and ensure regular follow-up.
- Coordinate and organise the work of the ICOM Secretariat team.

C. Cross-functional Collaboration

- Actively contribute to transversal projects within the Secretariat, providing support as needed.
- Serve as a contact person for one of ICOM's committees, ensuring liaison and addressing specific needs if required.

D. Team Supervision

- Lead and oversee the tasks of a 3-person department, reporting on activities to the Impact & Innovation Division.

You align with the ICOM- culture: integrity, inclusion, commitment, and continuous improvement.

The profile sought for this role

- Master's degree in Cultural Institution Management or equivalent.
- Significant professional experience in similar roles, particularly in international project management within a cultural context.
- Strong project management skills with a proven track record in team management.
- Proficiency in French and English; Spanish is a plus.
- Strong team spirit with excellent interpersonal skills, adaptability, and open-mindedness.
- Outstanding organisational skills.

Benefits

- 50% reimbursement of the Navigo pass.
- Comprehensive health coverage (100% funded by ICOM)
- Ticket Restaurant through Edenred (meal voucher card).
- Permanent contract (CDI) / 37.5 hours per week, offered after trial period.
- 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

- First interview with the Human Resources Manager.
- Second interview with the Head of Department.
- 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 before the **31th January 2025**.