

ICOM is looking for an **Institutional Events Coordinator (Fixed-term contract for 12 months)** 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?

Under the responsibility of the Head of the Impact and Innovation Division, you will join the Institutional Events Department to coordinate the preparation of the ICOM General Conferences, a triennial event gathering over 4,000 museum professionals. Your mission will include the planning, coordination, and implementation of the entire organizational process, including stakeholder management, event preparation, and post-event evaluation.

Your responsibilities will include:

A. ICOM General Conferences

- Lead the host city selection process: preparation and follow-up of the call for bids, evaluation of proposals
- Develop and oversee the multi-year work plan for the General Conference
- Coordinate between the ICOM Secretariat, the ICOM Committees network, the National Committee of the host country, the Organizing Committee, and the Professional Congress Organizer (PCO)
- Ensure alignment of ICOM's strategic objectives and the quality of the event throughout its preparation
- Lead preparation meetings, track decisions, and coordinate actions between all stakeholders
- Assist in the preparation of contractual documents in collaboration with the Legal Department
- Coordinate the conference program with stakeholders
- Coordinate event promotion and manage publications in collaboration with the communications department
- Coordinate the planning of the ICOM Secretariat and volunteers on-site
- Manage post-event evaluation to measure impact and define areas for improvement

B. Cross-Departmental Collaboration

- Actively contribute to cross-departmental projects within the Secretariat, providing support as needed

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

Who are we looking for?

Holding a degree in cultural management, you have significant experience in similar roles, particularly in organizing association events and/or international projects. This position requires strong project management skills, a sharp sense of interpersonal relations, and the ability to work within multicultural teams.

You are proficient in both French and English; knowledge of Spanish would be an asset.

Additionally, you enjoy teamwork and have strong interpersonal skills. You demonstrate flexibility, open-mindedness, and excellent organizational abilities.

Benefits

- Salary: 35 Ke gross
- 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 for 12 months (CDD) / 37.5 hours per week
- 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

- Interview with the Impact and Innovation Section Manager and the Human Resources Manager

To apply, please submit your CV, cover letter, and professional references to icom.jobs@icom.museum