

## Internship – Editorial assistant

Report to Publications, Documentation and Archives Department

The International Council of Museums (ICOM), based in Paris, is an international organisation of museums and museum professionals. ICOM is :

- a network of over 60,000 members in 139 countries and territories
- a forum of experts composed of 120 National Committees and 35 International (Scientific) Committees
- a non-governmental organisation (NGO), building professional capacity, advocating for world heritage and communicating the value of museums to society
- the Publications, Documentation and Archives Department publishes, among others, the peer reviewed journal *Museum International*, two book series with Routledge, and the online article series ICOM Voices.

Official web site : <http://icom.museum>

### MISSION

Within the Publications, Documentation and Archives Department, the Editorial assistant will participate in the production of ICOM publications in English, French and Spanish, including:

- Editorial support throughout all stages of the publication process, from the reception of manuscripts to issuing final proofs
- Proofreading of articles for the ICOM Voices series and other publications
- Iconographic research to illustrate the various publications
- Checking PDFs and preparing documents for publication
- Follow-up of production until delivery and stock management
- Administrative follow-up (signed author contracts, ISBN, ISSN etc.)

### PROFILE

#### **Education :**

Candidates must be currently enrolled at university: degree in publishing, or other degree (literature, humanities, translation) with initial experience in publishing.

#### **Abilities :**

Rigour, organisational skills, ability to work in an international environment.

#### **Skills :**

Good writing skills  
Knowledge of Adobe Suite (InDesign, Photoshop, Illustrator) appreciated  
Good digital literacy

#### **Working Languages:** English and French

Fluency in one language and very good proficiency in the other are required.  
Good knowledge of Spanish is an asset.

#### ***The position is based in Paris (75012).***

ICOM offers you the following benefits: Teleworking: 2 days per week max. – Meal vouchers

If you are interested in this offer, please **send your CV and a cover letter (in English or French)** to [publications@icom.museum](mailto:publications@icom.museum) **before 9 November 2025.**