



Job Opening: **Communications Coordinator**

ICOM is looking for a **Communications Coordinator** 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 **60,000 members** in more than **130 countries and territories**.
- A forum of experts consisting of **120 National Committees** and **35 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 Section Manager Communications and Public Relations, your main mission will be: **External Communication, Press and Public Relations**.

Your responsibilities will include:

- Develop and implement cross-departmental press and public relations strategies to position ICOM projects at an international level
- Coordinate and follow up on press requests, including public and media enquiries, and prepare briefing dossiers
- Produce press releases and press kits for international media
- Coordinate and contribute to public statements and crisis communication management in collaboration with relevant teams

- Write editorials and articles for *icom.museum* and manage website content
- Monitor media coverage, public commentary, and ICOM brand mentions using relevant monitoring tools
- Build and maintain an active global network of press and media contacts to secure international coverage for ICOM
- Coordinate media events and interviews, as required
- Produce, implement and monitor social media content for ICOM's SoMe Channels
- Creation of communication kits for the ICOM network of 60 000 members
- Be an advisor to ICOM Director General and Secretariat Departments on Communication and Public Relations
- Collaborate with the Secretariat departments to align messaging and support campaigns
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Contribute to the ongoing development and enhancement of ICOM's digital platform projects, collaborating with relevant teams to support implementation and content integration.

- Participate in the department's social media guardianship calendar, assuming responsibility during designated periods for monitoring incoming activity, assessing engagement, and ensuring timely and appropriate responses.

Your Profile

With a degree equivalent to a bachelor's degree or higher in Communications, Journalism, Public Relations, Marketing, Museum Studies, Cultural Heritage, or a related discipline is preferred for this role, you have a strong understanding of emerging communication technologies and multi-channel digital engagement strategies and an in-depth understanding of the museum and wider cultural landscape.

You are proficient in working in English and French, with Spanish being an asset.

About you

- Have strong interest in and understanding of museums, cultural heritage, communities, and international collaboration
- Are structured, reliable, and able to take clear responsibility

- Have strong written and verbal communication skills, especially for digital and social media channels
- Demonstrate a service-oriented approach when engaging with international stakeholders and varied audiences
- Can monitor, assess, and respond to incoming communication in a timely and appropriate manner
- Can handle a variety of tasks and stakeholders in different situations, including time-sensitive issues
- Is comfortable working independently, while also collaborating closely with the wider teams. Team spirit
- Have good judgement and knows when to escalate issues internally
- Good knowledge of both internal and external communication

Benefits

- 50% reimbursement of the Navigo pass.
- Comprehensive health coverage (100% funded by ICOM)
- Ticket Restaurant through Edenred (meal voucher card).
- Temporary contract 18 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.
- Gross Salary: 34 KE

Recruitment process

- First interview with the Human Resources Manager.
- Second interview with the Head of Department.

To apply, please submit a complete application package, including your CV, cover letter, professional references, and salary expectations, to icom.jobs@icom.museum

ICOM is committed to equality, diversity and inclusion and strives to create a working environment that is respectful and accessible to all. We encourage applications from candidates with diverse backgrounds and experiences.