

Job vacancy:
Cultural Heritage Protection Coordinator
(Fixed term contract (18 months) (CDD))

ICOM is looking for a **Cultural Heritage Protection 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.

What are we looking for?

Reporting to the Head of the Heritage Protection Department, your main mission will be to ensure the coordination of cultural heritage protection projects, in particular projects related to the fight against illicit trafficking of cultural goods and emergency actions (in case of accident of natural disasters).

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 (e.g. ICOM Red Lists);
- Cooperate with all stakeholders in the projects (such as the National Committees, subcontractors, experts, etc.)
- Prepare memos, analytical reports, draft correspondence, draft statements or press releases, etc., for internal and/or external distribution,
- Coordinate the administrative and budgetary aspects of the project: monitoring of expenditures/costs, contracts, agreements, supporting documents, etc., in compliance with the deadlines fixed in the projects' timeline;
- Ensure regular communication with the Head of the Heritage Protection Department regarding project updates.

Monitoring and support to the network support

- Monitor the state of cultural heritage worldwide (e.g. situations where heritage is at risk);
- Respond to requests and needs from ICOM's national and international committees regarding the protection of cultural heritage.

Promoting the department's activities

- Participate in the communication strategy for department projects, in collaboration with the Communication Department (e.g. emergency actions, project launches, etc.)
- Ensure the communication of projects on official social media platforms, when relevant.

Participation in cross-organisational projects

- Assist the organisation's governing bodies and with the preparation of annual meetings (e.g. logistical support, drafting reports, etc.);
- Provide support during ICOM events;
- Assist one or more standing committees where applicable;
- Participate in one or more working groups where applicable.

Who are we looking for?

You have a Master's-level qualification in the humanities and/or social sciences; the design and implementation of cultural projects; or the development or protection of cultural heritage with at least three years' experience in managing international cultural projects or in international cooperation (within a museum or international organisation). Knowledge of geopolitics and the challenges facing the international museum and heritage sector is essential. Project management skills, including administrative and budgetary management, as well as experience in data management, are required. A good understanding of how international organisations operate is necessary. Proficiency in office software is indispensable.

You possess excellent written and verbal communication skills, strong analytical and organisational abilities, and a proven ability to prioritise tasks and collaborate effectively within a multicultural team. Demonstrated skills in disseminating knowledge to diverse audiences will be highly valued.

You align with our culture, which is rooted in integrity, inclusion, commitment, and continuous improvement. We are looking for a candidate who demonstrates a sense of diplomacy, organisation, rigour, discretion and autonomy.

You must be able to work in English and/or Spanish (native language); a third language (French) would be an advantage.

Benefits

- 50% reimbursement of the Navigo pass
- Comprehensive health coverage (100% funded by ICOM)
- Ticket Restaurant through Edenred (meal voucher card)
- Fixed term 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
- Annual salary: € 39/40 K gross

Recruitment Process

- To be considered for this position, please submit a CV, cover letter, and professional references to heritage.protection@icom.museum before 14 August 2026.
- Only shortlisted candidates will be contacted and invited by email to an interview.
 1. First interview with the HR Manager.
 2. Second interview with the Head of the Department.
- Expected start date: 15 September 2026.

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