

INTERNSHIP
Administrative Coordinator – Intern (M/F)

Reporting to the Head of the Membership Department, and working with the IT Systems Manager, the intern will assist the team in updating the membership database and tracking the institutional records of the Committees, while continuing the reflection initiated in 2018 on the membership fee policy of the association.

Presentation of ICOM

Established in 1946, the International Council of Museums (ICOM) is a non-profit organisation subject to French law and a non-governmental organisation that maintains formal relations with UNESCO. With over 44,000 members in 138 countries and territories, ICOM federates the global museum community through the *Code of Ethics for Museums*.

Made of 118 National Committees and 30 thematic International Committees, ICOM is the network of museum professionals working for the protection of heritage, the fight against the illicit trafficking of cultural property, the dissemination of professional standards and the development of scientific exchanges.

ICOM website : <https://icom.museum>

Key Tasks

- Membership database
 - Registering the payments and importing the membership data and fees
 - Updating the membership data
 - Reviewing the technical documentation
- Institutional archives of the Committees
 - Inventory of existing documentation or available online
 - Follow-up of the legal archives of the Committees (rules, elections, etc.)
- Survey on the different membership rates in force

Experiences, Technical Requirements and Qualifications

- BA in Administrative Management or Administrative Assistant Diploma
- Professional proficiency in English and French, Spanish is an asset
- Excel, Pack Office and CRM Salesforce
- Organisational skills, rigour and method, team spirit, resistance to stress, discretion
- Experience in an associative or international context

Starting date of employment: 1st July 2019

Duration: 6 months

Location: Paris

Proposed remuneration: legal internship allowances

Please send your CV and cover letter, in English and French, by email to Benjamin GRANJON : benjamin.granjon@icom.museum and to Sonia AGUDO : sonia.agudo@icom.museum **no later than 15 June 2019.**