

POSITION AVAILABLE:

Head of Communications Department and Public Relations

Permanent contract Start date: 15 February, 2016
Email Address: icom.jobs@gmail.com

Year salary : 34-40 K€ gross

ICOM (International Council of Museums) is an international non-governmental organisation formally affiliated with UNESCO. ICOM is the unique international organisation representing museums and museums professionals. It encompasses:

- A network of over 35,000 museum professionals worldwide
- A forum bringing together representatives of 137 countries
- A think tank made up of 118 National Committees and 30 International Committees
- International public service missions

Website: <http://icom.museum>

Job description

At the ICOM General Secretariat, with a permanent staff of 24 employees and in direct relation with senior management, the Head of the Communications Department and Public Relations oversees the quality of ICOM's communication, image and relations.

Team management

- Lead and supervise a 4-member team
- Organise and monitor the department's missions
- Facilitate senior management/team communication

Steering of communication actions

- Work with MD to define ICOM's communication policy and plan, coordinate their implementation
- Advise the MD on communications strategy, prepare selected speeches
- Plan and oversee various communication and marketing operations
- Manage press relations, releases, kits, etc.
- Prepare and manage events, coordinate the organisation of the General Assembly
- Ensure the quality and consistency of information and content, print and digital, written, visual and audio-visual media
- Produce the annual report
- Monitor the content and proper functioning of the website(s) and coordinate ICOM's social network accounts

Interactions with other departments and external parties

- Implement actions for public relations, the diffusion and promotion of information
- Maintain relations with ICOM Committees, including for websites and various communication operations
- Advise and provide technical support for internal departments for their communication actions
- Steer and coordinate outside service providers

Required qualifications

Education: B.A./M.A.

Skills:

Team management
Fluent English and French, Spanish a plus
Knowledge of the museum sector

Experience: 6 years minimum

Aptitudes:

Interpersonal and writing skills
Sense of organisation