

Museums and Society Assistant F/M

Reporting to: Director General

The International Council of Museums (**ICOM**) is the global museum association. It is:

- a network of more than 44 000 museums and museum professionals in 138 countries and territories
- a forum of experts made up of 118 National and 32 (scientific) International Committees
- a non-governmental organisation (NGO), building professional capacity, defending the world's heritage and communicating the value of museums to society

Mission

As a member of the ICOM Secretariat's 30 person team, in the Museum and Society Department, the Museums and Society Assistant will help to develop and carry out projects and activities related to museums on social and political themes such as diversity, equality, inclusion, community engagement and sustainable development. He/she will help to promote the social role of museums, to advocate for the inclusion of these topics in international museum and heritage policies, and to campaign for the sustainable future of museums.

Job description:

In close cooperation with the coordinators of the department, the Museums and Society Assistant has the following main tasks:

Assist in developing, planning and carrying out projects and activities

- organize the logistics of seminars, conferences and workshops with partners and service providers (transport, accommodation, site selection, material costs and supplies, etc.)
- manage administrative and financial matters (follow up on expenses, contracts, agreements, etc.)
- assist with internal and external communication, including the publication and dissemination of project outcomes, in consultation with the Communication and the Publications Departments)
- assist with evaluating projects outcomes
- raise funds and identify potential partners

Participate in the day-to-day running of the Department

- assist the team to create working tools and content
- assist with the preparation of meetings and drafting reports
- assist the team to prepare budgets, manage expenses, follow up on contracts and agreements, in cooperation with the Finance Department and the Legal Coordinator
- manage relationships with service providers, in relation to translation, editing, graphic design, etc.

Contribute to monitoring the sector

- trace and map the activities of ICOM's network and follow media related to the social role of museums and relevant societal themes
- assist the coordinators in identifying the trends, emerging challenges and needs of the museum sector

Support the Secretariat

- actively participate in the Secretariat's cross-departmental projects;
- assist the Secretariat and the ICOM network (prepare meetings and discussions, and draft committee and working group documents if required).

PROFILE

Education: M.A. or equivalent in museology, political science, international cooperation, heritage management and/or cultural policy;

Experience: international cooperation and/or in museums, the culture sector or NGOs;

Personal qualities: team spirit, open-mindedness, communicative and diplomatic capacities, sense of service and organizational qualities, analytical skills, editorial skills

Skills: Fluent English and French, Spanish desirable
Excellent knowledge of project and budget management tools, and information and communication technologies;
Knowledge of the museum and the cultural sector

If you are interested in this offer, please send your application to icom.jobs@icom.museum by 23 February 2020. Interviews are scheduled to take place on 16 March, 2020.