

Community Manager and Online Communication Assistant

International Council on Monuments and Sites (ICOMOS)

Charenton-le-Pont (France, 94)

16 May 2024

Internship

Start : September 2024



Field

Cultural Heritage / World Heritage

What is ICOMOS?

The International Council on Monuments and Sites (ICOMOS) is a non-governmental, not for profit international organisation, committed to furthering the conservation, protection, use and enhancement of the world's cultural heritage. With over 11,000 members, 110+ National Committees, 31 International Scientific Committees and several Working Groups, ICOMOS has built a solid philosophical, doctrinal and managerial framework for the sustainable conservation of heritage around the world. As an official Advisory Body to the World Heritage Committee for the implementation of the UNESCO World Heritage Convention, ICOMOS evaluates nominations and advises on the state of conservation of properties inscribed on the World Heritage List.

Responsibilities

Help manage ICOMOS' communications channels and create visuals for communication materials. You will answer to the *Communications & Projects Manager* and report to the *Communications Coordinator*.

I. Main tasks: community management :

- Create content in line with ICOMOS' editorial line and social media schedule;
- Community management and moderation of our social networks (Facebook, Twitter, Instagram, LinkedIn, Youtube);
- Social network performance analysis and reporting;
- Competitive research

II. Other communication tasks (if needed) :

- Set up English and French e-News (copywriting, editing, translation, sending out);
- Copywrite and translate English and French website articles ;
- Create other communication materials (visuals, posters, short videos, interviews, etc.).

6-month internship at the ICOMOS headquarters just outside Paris, in Charenton-le-Pont (metro line 8, 'Liberté' stop).

Requirements and skills

- Bachelor third year / Master's student in (online) communications and/or marketing
- Good knowledge of social networks and basic knowledge in marketing acquisition
- Fluency in English and French
- Very interested in graphic design and video editing (Canva/video editing skills are appreciated)
- Proactive, creative, thorough, ability to synthesise and ability to work independently
- Team spirit, good communication and organisational skills
- Ability to work in a multicultural environment

→ Mandatory: internship agreement provided by University

→ If non-EU citizen: must have a valid visa for the entire duration of the internship

Start date

9 September 2024 (flexible)

Application deadline

16 June 2024

Salary

French internship allowance + 50% reimbursement of NAVIGO pass + ICOMOS card (free entry to many international museums and heritage sites)

Location

Charenton-le-Pont (France, 94)

How to apply?

Send CV as well as cover letters in English and French to [yuna.mathan\[at\]icomos.org](mailto:yuna.mathan@icomos.org)

ICOMOS address

11 rue du Séminaire de Conflans
94220 Charenton-le-Pont
FRANCE

Website and social media

<https://www.icomos.org/>

