

Vacancy Notice: Head of the ICOMOS Documentation Centre Replacement of maternity leave

The ICOMOS International Secretariat and its specialized Documentation Centre are located in Paris (France). The Documentation Centre specializes in the conservation of architectural and archaeological heritage; and the restoration and management of historic monuments and sites. Its collections include approximately 30,000 monographs and 600 periodicals (200 current). It also holds all the original nomination files for cultural properties proposed for inscription on the UNESCO World Heritage List. It is open to ICOMOS members and the general public.

The Head of the Documentation Centre reports to the Director general of the ICOMOS International Secretariat, and the Executive Committee of ICOMOS.

Tasks performed by the manager of the Documentation Centre

Library and documentation

- Implementing the strategy established for the Documentation Centre by the Executive Committee and its Documentation and Publications working group
- Cataloguing and indexing of books and journal articles
- Updating the bibliographic database and the website of the Documentation Centre
- Managing the periodicals collection
- Welcoming and assisting visitors in the reading room
- Responding to information requests (by email, telephone, fax)
- Communicating the Centre's news and work, in particular through the ICOMOS newsletters
- Liaising with the other Secretariat units, in particular the World Heritage Unit – and provide support when needed, in particular during the General Assembly of ICOMOS that will be held in Paris from November 27th to December 2nd 2011
- Collaborating with other libraries and Documentation Centre's at the international level

Publications

- Managing the sale of ICOMOS publications and ensuring their legal deposit
- Managing the publications exchange programme with other organizations

Web resources

- Maintain and update ICOMOS' website and more precisely the website of the documentation centre.
And: help with the migration of the current website to a CMS platform.
- Managing the ICOMOS Open Access Repository.

The candidate must have the following knowledge and skills:

- A University degree in librarianship and/or documentation, or an equivalent qualification in information management
- Computer literacy, excellent command of bibliographic database software, knowledge of Open Access Repositories
- Ability to create and maintain web pages (knowledge of HTML- Dreamweaver requested, knowledge of Joomla would be appreciated)
- Excellent knowledge of ICOMOS' working languages: English and French, both spoken and written. Knowledge of another ICOMOS official language (Spanish, Russian) or other languages will be considered an advantage
- Interpersonal/Communication skills and ability to deal with the public, team spirit, initiative, ability to work independently and to deadlines.
- 2 or 3 years work experience is considered an advantage
- Knowledge of cultural heritage conservation, art history and related fields is considered an advantage

Contract

Fixed-term contract with a minimum duration of 4 months. Starting date: 26 September 2011
French work permit required

Appliance

A letter of application, detailed curriculum vitae and two references (if available) should be sent by email to recruitment@icomos.org, by **26 August 2011**.
Shortlisted candidates will be interviewed in Paris.

Contact for queries and applications: Lucile Smirnov, Head of the ICOMOS Documentation Centre – recruitment@icomos.org / Tel. + 33 (0)1 45 67 67 70.

For further information on ICOMOS, please consult www.icomos.org

Paris, 27 June 2011