

## Vacancy Notice: Head of the ICOMOS Documentation Centre

ICOMOS (the International Council on Monuments and Sites) is an association of over 9000 cultural heritage professionals present in over 100 countries throughout the world, working for the conservation and protection of monuments and sites – the only global non-government organisation of its kind. It benefits from the cross-disciplinary exchange of its members – architects, archaeologists, art historians, engineers, historians, planners, who foster improved heritage conservation standards and techniques for all forms of cultural properties: buildings, historic towns, cultural landscapes, archaeological sites, etc. ICOMOS is officially recognized as an advisory body to UNESCO, actively contributing to the World Heritage Committee and taking part in the implementation of the World Heritage Convention.

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. In 2012, ICOMOS will move to new premises in Charenton (Paris) together with the Mediathèque de l'Architecture et du Patrimoine of France.

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

### The Head of the Documentation Centre is responsible, among other, for:

- Contributing to and 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)
- Establishing and monitoring the Centre's budget (in cooperation with the ICOMOS accountant)
- Reporting to the ICOMOS bodies and funders on the Centre's activities
- Managing the sale of ICOMOS publications and ensuring their legal deposit
- Managing the publications exchange programme with other organizations
- Managing the ICOMOS Open Access Repository
- Communicating the Centre's news and work, in particular through the ICOMOS newsletters
- Recruit and supervise interns and volunteers for the Centre
- Liaising with the other Secretariat units, in particular the World Heritage Unit – and provide support when needed.
- Collaborating with other libraries and Documentation Centre's at the international level

### 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)
- Excellent knowledge of ICOMOS' working languages: English and French. 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

1-year-renewable contract, with starting date 1 March 2010  
French work permit required

A letter of application, detailed curriculum vitae and two references (if available) should be sent by email to [gaia.jungeblodt@icomos.org](mailto:gaia.jungeblodt@icomos.org), **by 20 January 2010**.  
Shortlisted candidates will be interviewed in Paris.

Contact for queries and applications: Gaia Jungeblodt, Director of the ICOMOS International Secretariat – [gaia.jungeblodt@icomos.org](mailto:gaia.jungeblodt@icomos.org) / Tel. + 33 (0)1 45 67 67 70.  
For further information on ICOMOS, please consult [www.icomos.org](http://www.icomos.org)