



ARCHIVE & MUSEUM MANAGER

If you have an in-depth knowledge of Athletics, present day and historical, with good writing editorial / narrative and photo-editing skills plus an event &/or exhibition management experience, you are the one we are looking for!

World Athletics is seeking an experienced Archive & Museum Manager with great ideas and great energy.

About World Athletics

More people around the world participate in athletics than any other sport on the planet. World Athletics is the international governing body for the sport of athletics that includes track, field and road events. It includes 6 continental associations and 214 national federations, each a member of World Athletics.

World Athletics organises leading athletics competitions worldwide including a number of World Athletics Series (WAS) events and its flagship, the biennial World Athletics Championships. It also administers One-Day Meeting circuits such as the World Indoor Tour, Continental Tour, Wanda Diamond League and Road Race Label events.

World Athletics is based in **Monaco**, has a staff of 98 representing 31 different nationalities. Lord Sebastian Coe was elected as the current World Athletics President in August 2015, re-elected in 2019 and in 2023. He has since instigated a period of high-profile organisational transformation and modernisation, as well as wide-spread reforms across the sport globally.

World Athletics' vision is **“to use the power and accessibility of athletics and our athletes to create a healthier and fitter world”**, which gives a true purpose to all people working in the Association. They also aim at developing the whole sport – from playground and parks to Olympic Podiums.

General overview of the position

Responsible for the research, management, cataloguing, storage, and security of the World Athletics historical document archive, both physical & digital, and for servicing requests for the retrieval of documents by internal and external stakeholders.

Responsible for the content of the online 3D virtual Museum of World Athletics (MOWA) platform, the MOWA-Heritage section of the World Athletics website and the MOWA Facebook Page.

Responsible, in coordination with the Collections & Logistics Manager, for the exhibitions, displays and events of the MOWA.

Key responsibilities:

- Reports directly to the department's Director.

- Works regularly with the Collections & Logistics Manager.
- Manages the research, cataloguing and storage of the contents of World Athletics historic document archive including an online digital archive.
- Writes, edits, and commissions the text & photo content for the MOWA displays & exhibitions, online 3D platform, the MOWA-Heritage section of the WA website and the MOWA Facebook Page, and any other future social media channels.
- In coordination with WA Broadcasting department provides text & photo content to support their production of video content for MOWA-Heritage.
- In collaboration with the Collections & Logistics Manager:
- Plans & delivers engaging Museum of World Athletics (MOWA) displays, exhibitions and events in Monaco HQ and around the world.
- Manages World Athletics archive buildings and Heritage library room and their contents of artefacts and documents, ensuring that they are secure, clean, and safe environments for work and storage.
- Liaises with all departments & AIU to ensure that their storage and archiving needs, both physical & digital, are met, and that the ephemera of World Athletics is preserved.
- Manages enquiries and requests for archived documents from internal and external stakeholders.
- Liaises with suppliers to obtain quotations for printed materials and equipment related to exhibition, display, and storage.

Skills and experience:

- In depth knowledge of Athletics, present day and historical.
- Writing editorial / narrative.
- Photo-editing.
- Meticulousness.
- Event &/or exhibition management experience.
- Confidence with using databases, software, and operating systems.
- Capable of prioritising.
- Good problem-solving skills.
- Analytical skills.
- Administrative skills.
- Organisational skills.
- Communication and influencing skills, especially when requiring colleagues to hand over records or to use the systems correctly.
- Driving licence
- English, written and spoken, to a high level. Ideally mother tongue.
- Spoken French would be an asset.
- Confidence in word, excel, photoshop, etc....

How to apply

World Athletics is an equal opportunity employer and strongly encourages applications from suitably qualified and eligible candidates regardless of gender, ethnicity, disability, age, sexual orientation, gender identity, religion, or belief.

To apply candidates should send the following in English to emploi@worldathletics.org before **December 22nd, 2023**.

- ☺ Letter of application highlighting your interest in the post and your relevant experience
- ☺ Up to date curriculum vitae
- ☺ Details of current remuneration
- ☺ Names and contact details for three referees (referees will not be contacted until final interview stage)