

Communication and Coordination Manager

Contract type: Full-time, permanent (40 hours per week)

Start date: As soon as possible

Reports to: Head of the Communication & Engagement department

Mudam Luxembourg – Musée d'Art Moderne Grand-Duc Jean is seeking a **communication and coordination manager** to join its Communication & Engagement department.

Designed by internationally renowned architect I. M. Pei and opened in 2006, Mudam is a leading cultural institution in Luxembourg and the cross-border Greater Region. Its landmark building houses a contemporary art collection of international significance.

Your role

As the right-hand person to the head of the Communication & Engagement department, you will help oversee all the department's activities, coordinating priority projects and ensuring the people responsible for the different areas of communications and external relations work effectively together.

In all your areas of responsibility, you will:

- identify key issues quickly,
- flag important information,
- develop possible courses of action or provide the information needed for decision-making,
- and coordinate the relevant parties.

Main responsibilities

Coordination and supervision of strategic activities

- Implementing the communication strategy across all departmental activities
- Taking responsibility for selected cross-departmental projects, particularly in corporate communications, international strategy and museum development
- Communicating information and guidance clearly to internal and external parties

- Acting as the main point of contact for other departments on the implementation of the communication strategy and on internal communications

Partnerships and positioning

- Developing and maintaining relationships with key partners in order to strengthen the institution's network and support its long-term strategic positioning
- Implementing the overall communication strategy internationally, particularly by strengthening Mudam's profile in different regions, developing international public relations and building partnerships that increase its visibility
- Maintaining regular contact and working closely with our responsible du développement, who oversees fundraising

Operations management

- Overseeing day-to-day operations to ensure organisational effectiveness and efficiency
- Ensuring that information flows effectively within the department and coordinating departmental activities
- Assigning priority levels to projects, monitoring progress on priority projects and identifying where decisions are needed
- Managing priority projects, ensuring that they align with strategic priorities and are delivered on time

Your profile

You will hold a higher education qualification and have at least ten years' professional experience, including five years in a similar role, in a museum or cultural institution. You will be fluent in French and English, both written and spoken. German would be an advantage.

You will have excellent analytical skills and the ability to synthesise information, a nuanced understanding of reputational issues and a measured approach to communications. Excellent writing skills and a strong understanding of media relations and the digital landscape are also essential. You will have experience managing complex projects involving multiple parties, together with strong prioritisation skills and sound judgement.

Your diplomacy and negotiating skills will have earned you the respect of senior figures. You will also have a good understanding of public-sector, cultural and international environments.

What we offer

- A pivotal role at the heart of publishing in a major cultural institution
- A professional, collaborative and multicultural working environment
- A varied role combining rigorous project management with close involvement in contemporary art

Mudam is committed to diversity and equal opportunities and welcomes applications regardless of age, gender, background, disability or sexual orientation.

If you would like to play an active part in Mudam's development, please send your CV and cover letter, quoting reference **MUDAM/RC2026**, to Human Resources at **recruitment@mudam.com**