

Job Offer



The McCord Stewart Museum is the museum of all Montrealers, a social history museum that celebrates life in Montreal, both past and present—its history, its people, and its communities. Open to the city and the world, the Museum presents exciting exhibitions, educational programming and cultural activities that offer a contemporary perspective on history, engaging visitors from Montreal, Canada and beyond. It is home to one of the largest historical collections in North America comprising over 200,000 objects and works of art, 2.15 million photographs, 3,500 rare books and 340 linear metres of textual archives, which make up its **Dress, Fashion and Textiles, Photography, Indigenous Cultures, Documentary Art, Material Culture, and Archives** collections. McCord Museum: Our People, Our Stories. All of the McCord Museum's activities revolve around **six core values: diligence, integrity, inclusion, audacity, creativity and commitment.**

We are looking for a **Coordinator, Community and Cultural Action - temporary replacement (1 year)**

Ref. 202301E

The Education, Community Engagement and Cultural Programs Department provides varied programming for school groups, community organizations, and tourists, as well as the general public. Programming takes place indoors, on digital platforms and outside the Museum. Cultural programming and community projects highlight our collections, exhibitions and other guiding themes, and are intended to be diverse, hands-on, and relevant to the target audiences' concerns and interests.

Under the supervision of the Head, Education, Community Engagement and Cultural Programs, the incumbent is responsible of the planning and management of all activities related to the logistics of the service.

Duties and Responsibilities

- In collaboration with the Education, Community Engagement and Cultural Programs project managers, ensure the coordination and logistics of cultural and community activities (indoors, virtually and off-site);
- Participate in the development of cultural and community programming and family activities (holidays, day camps, etc.) to meet the needs of different audiences;
- Help develop the cultural programming for the facilities on Victoria Street;
- Coordinate activities carried out in partnership with cultural or community organizations;
- Coordinate all internal and external stakeholders and the allocation of resources, to ensure that all events run smoothly;
- Draft agreements and contracts with activity partners, artists and various collaborators;
- Welcome participants, introduce guests or host activities for certain projects;
- Update and maintain tools for coordinating and analyzing activities;
- Participate in the evaluation of activities;
- If necessary, support project managers in developing content for certain projects;
- Carry out tasks related to programming for the Education, Community Engagement and Cultural Programs Department.

Employment Conditions

- Temporary contract for 12 months; 35 hours per week, atypical schedule including some evenings and weekends depending on events;
- starting date of position: March 27, 2023

- Compensation commensurate with experience

Qualifications and Profile Required

- University degree in education, history art or cultural animation or any other relevant combination will be considered;
- Two (2) years of relevant experience in the coordination of cultural activities and events;
- Teamwork and collaboration skills;
- Sense of planning and organization;
- Sense of responsibility and autonomy; ability to propose solutions;
- Ability to speak in public; good communication skills;
- Comfortable with technological tools and good knowledge of the following applications and software CRM Sugar, or other CRM, Office Suite, including Word and Excel, ZOOM;
- Knowledge of the Montreal cultural milieu;
- Knowledge of Indigenous cultures and current social issues;
- Bilingualism (French and English) and writing skills.

Why join the McCord Museum's team?

- Challenging projects, teleworking, flexible working hours; two (2) weeks' vacation for the holiday season,
- Social and cultural activities; private tours of exhibitions; training opportunities; collaborative and inclusive work environment.

The McCord Stewart Museum is committed to providing a skilled workforce that reflects the diversity of Montreal's population. We hire based on individual role requirements and select our employees based on their qualifications, skills and experience. We do not discriminate based on personal differences.

We thank all those who will be submitting their applications in advance. However, only those selected for the interviews will be contacted.

Applications for the position will be accepted until **February 12, 2022 (Ref.: #202301)**. Please provide:

1. **Letter of intent**
2. **Your salary expectations**
3. **Curriculum vitae.** Send to the Human Resources Department by e-mail: emplois@mccord-stewart.ca

**For more information on the McCord Stewart Museum,
please visit: musee-mccord-stewart.ca**

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Alexis Walker, Associate Curator, Dress, Fashion and Textiles, preparing for the exhibition *Parachute: Subversive Fashion of the '80s*.

Marilyn Aitken, McCord Stewart Museum



François Vallée, Project Manager, Exhibitions, setting up the *Dior* exhibition.

Laura Dumitriu, McCord Stewart Museum



Anne MacKay, Associate Conservator, and Caterina Florio, Head, Conservation, in one of the Museum's conservation labs.

Marilyn Aitken, McCord Stewart Museum



Joanna Abrahamowicz, Cultural Mediator, during a historical tour.

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The exhibition *Indigenous Voices of Today: Knowledge, Trauma, Resiliences*

Marilyn Aitken, McCord Stewart Museum



The exhibition *JJ Levine: Queer Photographs*

Roger Aziz, McCord Stewart Museum

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