



The McCord Museum celebrates our past and present lives – Our history, our people, and our stories. A Museum that mirrors a city open to the world, the McCord is an intelligent Museum that connects individuals with cultures and communities, offering a current take on today's issues. Contemporary and interactive, the McCord encourages us to reflect upon the past while engaging with the present.

The Stewart Museum holds a unique collection of archival documents and rare books that show the European presence in New France and North America up to the present. The Museum's main mission: to conserve and exhibit these objects, which relate to the voyages, scientific advances, feats of arms, beliefs and daily life of our ancestors.

The McCord and Stewart museums are two renowned social history museums operating, since 2013, under the name McCord Stewart Museum. All of the McCord Stewart Museum's activities revolve around six core values: rigour, integrity, inclusion, audacity, creativity and commitment.

We are seeking an
Coordinator, Education programs
Réf. 201720E

The Education Programs department of both the McCord and Stewart Museum is responsible for offering a broad range of programs to a variety of audiences, Education programs are designed specifically for school groups at all levels., Summer day camps, as well as teenagers, adults, les community and touristic groups and families. The activities are presented by a group of volunteer guides (around 20) and Interpreter-Guides (around 10 at the Mccord Museum and 10 at the Stewart Museum)

The Coordinator will be in charge of developing innovative educational programs with the latest, cutting edge trends in education. He/she will have to create them, communicate them to the team and later, coordinate them in order to offer the visitors a strong and compelling experience.

Reporting to the Head of Education programs, he/she will work closely with the team coordinators. He/she will have, depending of his/her strengths, a part of the following tasks and responsibilities:

- Design, develop and produce materials related to mediation strategies for all clientele, indoor, outside walls and online.
- Plan and provide training to volunteer guides and Interpreter-Guides from both museums;
- Supervise the Interpreter-Guides or volunteer guides, participate in their recruitment and evaluation
- Ensure the follow up feedback for program evaluation and ensure that quality standards are met
- Participate in the development and coordination of special projects and partnerships;
- in collaboration with the Head of Educational programs, supervise the trainees' work;
- Develop the Museum's educational collection
- Participate in educational conferences in order to promote educational programs and present training workshops;
- May, if necessary, present ongoing educational programs (guided tours and workshops) inside or outside the museums;

Employment Conditions

- Full-time and permanent position beginning in January 8, 2018; 35 hr per week work schedule, occasional work on evenings and weekends
- Compensation commensurate with experience with competitive benefits
- 6 months' probation period

Qualifications and Profile Required

- Bachelor's degree in education, Master in history or museum studies is an asset, or any other relevant combination
- Two (2) years of relevant experience. Experience with community settings and working with volunteers is an asset
- Creativity and rigor in the design of educational tools related to the Quebec Education Program (QEP) and experience in training;
- Strong writing skills;
- Strong ability to popularise scientific content;
- Dynamic, excellent interpersonal and communication skills
- Strong understanding of group dynamics;
- In-depth knowledge of Montreal and Canadian history.
- Fluent in English and French.
- Listening skills; demonstrate tact, team spirit and leadership in the management of personnel;
- Familiarity with information techniques for educational purposes; mastery of the Office Suite;

Applications for the position will be accepted until **November 14, 2017 (Ref.: #201720E)**. Qualified candidates are encouraged to apply by email. Please provide: **1) Letter of intent 2) Curriculum vitae 3) Salary expectations**

Forward to: Human Resources Department

By e-mail: rh.mccord@mccord-stewart.ca or by mail: 2175 Victoria Street, Montreal, QC H3A 2A3

For details on the McCord and Stewart museums, please consult our websites:

www.mccord-museum.qc.ca and www.stewart-museum.org

Although we thank all applicants for their interest, only selected candidates will be called for an interview.