



The McCord 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 over 1.5 million artefacts, comprising one of the largest historical collections in North America, organized into the following departments: Dress, Fashion and Textiles, Photography, Indigenous Cultures, Paintings, Prints and Drawings, Decorative Arts, and Textual Archives. **McCord Museum: Our People, Our Stories.**

**All of the Museum's activities revolve around six core values: rigour, integrity, inclusion, audacity, creativity and commitment.**

The McCord Museum is looking for  
***Volunteers – Survey Clerks***

The Marketing department is looking for dynamic **volunteers** to fill the position of **Survey Clerk** to assist us in conducting a market research survey about visitor satisfaction over the winter months. These surveys' play an extremely important role as they allow us to better understand our visitors needs in order to provide the best museum experience possible.

**Reporting to the admissions team leader, the clerk will have the following tasks:**

- Approach visitors to complete the survey;
- Meet weekly survey goals;
- Answer visitor's questions and direct them to the different spaces within the Museum;
- Systematically inform visitors to participate in our contests;
- Help with outdoor surveys and attendance statistics.

**Employment conditions:**

- Must be available at least 3-4 hours per week;
- Must be available on Wednesday evenings, during week-ends or one-week day;
- The volunteer schedule is very flexible;
- This position is until March 17, 2019;
- You will receive special advantages for being a McCord Museum volunteer.

**Requirements and requested profile:**

- High school diploma required;
- Bilingualism required (French and English);
- Demonstrate dynamism, courtesy and at ease with public speaking;
- Ability to listen and to communicate effectively;
- Client services orientated;
- Maintain a smart appearance;
- Be mature and responsible;
- Have an interest in history, arts and culture and tourism in general.

If qualified and interested in applying, please send **your curriculum** before **December 16 2018** by e-mail to [lisa.gratton@mccord-stewart.ca](mailto:lisa.gratton@mccord-stewart.ca) or by mail: at 2175, Victoria St., Montreal Qc. H3A 2A3

For details on the McCord Museum, please consult the McCord website: [www.mccord-museum.qc.ca](http://www.mccord-museum.qc.ca)  
Although we thank all applicants for their interest, only selected candidates will be called for an interview.