



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.

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

The McCord Museum is seeking a
Student Librarian
Temporary summer student employment*
Reference #: 201806E

The McCord Museum Documentation Center Library is a specialized collection of approximately 8,000 volumes that supports research on the Museum's main collection fields and directions.

Under the supervision of the head of the library, the incumbent will use the TMS Collection Management Software ("The Museum System") in his duties and will have the following main responsibilities:

Main responsibilities

- Catalog approximately 180 new acquisitions;
- Evaluate, sort and catalog an acquisition proposal of 450 books;
- Standardize 4,000 records from The Museum System catalog;
- Develop a list of 50 recently published volumes related to the collection and proceed with the purchase of certain titles;
- Propose a dissemination strategy for the collection;
- Perform related administrative duties.

Employment conditions:

- Temporary summer student employment; 35 hours per week, for 14 weeks;
- Compensation of \$18,00 per hour; employment starting on May 28 and ending on August 31;
- Candidates must be eligible for Young Canada Works program for heritage establishments.

Qualifications and Profile Required:

- Hold or in process of obtaining a university degree in library and information science (one full-time year completed and one cataloguing course completed);
- Computer savvy (Windows, database, etc.). Knowledge of The Museum System software, TMS is an asset;
- Judgement, autonomy and adaptability;
- Fluent in English and French (spoken and written);
- Mature, responsible, detail oriented and rigorous, able to work autonomously and in a team;
- Strong interest for Canadian history and museology.

Applications for the position will be accepted until **April 23, 2018**. Qualified candidates are encouraged to apply by email.

Please provide: **1) Letter of intent (Ref. #201806E) 2) Curriculum vitae**

Forward to the Human Resources department

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

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