



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 seeking a
Curator, Textual archives
Reference #: 201819E

If you are passionate about history, textual archives are your area of expertise and you want to enrich the McCord Museum's collection with your research and knowledge, you may be the person we are looking for.

Reporting to the Head of Collections and Research, The incumbent will have the following responsibilities:

- Promote the growth of the McCord's Textual Archives Collection through donations and acquisitions, ensure the monetary appraisal of records;
- Conduct and supervise the treatment of documents and ensure their cataloguing in the Museum System (TMS) database;
- Act as the resource person for space management, storage, preservation and handling of documents;
- Develop and participate in various dissemination projects (exhibitions, web projects, digitalization, educational and cultural initiatives, cooperation with other institutions, etc.);
- Contribute to the classification framework of the collection and its acquisition policy;
- Answer to specific research requests;
- Develop and cultivate a network with other institutions related to the McCord Museum. Maintain relations with the academic community in order to see the promotion of the collection and the development of specific disciplines (history, archival, etc.);
- Disseminate research through conferences and scholarly papers, interviews, public presentations or others;
- Participate in fundraising and promotional activities for both the McCord Museum and its Foundation;
- Plan and improve the McCord Museum's institutional archives management programs (policies, procedures, tools, etc.);
- Various administrative tasks (development of policies and procedures, annual grant applications, budget management, annual reports, etc.).

Employment Conditions

- Regular full-time position;
- 6 months' probation period;
- Compensation commensurate with experience with competitive benefits.

Qualifications and Profile Required

- Masters' degree in Archival or Museum Studies, History, Material Culture, or relevant field with certification in Archives Management;
- 5 years of relevant experience;
- Registered professional membership with the *Association des archivistes du Québec* (or similar professional association) is an asset;
- Strong analytical and research skills with a proven ability of public speaking and publication;
- Must be fluent in RAD standards and have knowledge of Museum cataloguing, conservation and storage practices;
- Excellent interpersonal skills including tact and courtesy;
- Keen interest in the history of Canada;
- Bilingual in English and French with advanced writing skills in either English or French;
- Proficiency with MS Office software, with a sound knowledge of databases.

Applications for the position will be accepted until **August 26, 2018** (Ref.: #201819E). Qualified candidates are encouraged to apply by email. Please provide: **1) Letter of intent 2) Curriculum vitae 3) your salary expectation**
Forward to: Human Resources Department by e-mail at rh.mccord@mccord-stewart.ca

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