



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, that make up one of the largest historical collections in North America, comprising Dress, Fashion and Textiles, Photography, Indigenous Cultures, Paintings, Prints and Drawings, Decorative Arts, and Textual Archives. McCord Museum: Our People, Our Stories.

The Stewart Museum, a private, non-profit history museum, was founded in 1955 by philanthropist David M. Stewart. The institution holds a unique collection of nearly 27,000 artefacts, 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 Montreal organization is located at Parc Jean-Drapeau, in the arsenal of the British fortified depot on Île Sainte-Hélène, a 19th-century military construction registered in the Répertoire du patrimoine culturel du Québec.

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 a  
**Project manager, Education, Community Engagement and Cultural Programs**  
Ref.: 201824E

Under the supervision of the Head, Education, Community Engagement and Cultural Programs, the incumbent is responsible for ensuring an effective, efficient and innovative development and management of the exhibition and collection activity programs in order to increase the visibility and traffic for both Museums.

The McCord and Stewart museums have experienced an exceptional growth in recent years and our ambition is to reach an even wider, more diverse and engaged audience. In the context of implementation of our new educational, community and cultural mission, our goal is to reach all Montrealers by orienting our actions in a participative, open and inclusive perspective.

#### Roles and Responsibilities

- In collaboration with various department of the Museum, develop, implement and evaluate educational, community and cultural programs for various publics such as schools, teenagers, adults, seniors and community groups;
- Manage the financial, human and physical resources allocated to the implementation of the established programming;
- Participate in developing and coordinating special projects and partnerships in educational, community and cultural programs;
- Provide training and evaluate guides and docents, on both content of activities and approaches targeted by the educational mission
- Collaborate on promotional activities of the programs and in preparing descriptive texts necessary for the dissemination of the information
- Represent the Museum and conduct training sessions during educational workshops, conventions and seminars;
- Deliver educational programs (guided visits and workshops) to visiting groups when needed
- Stay up to date with current affairs and social & cultural issues as it relates to the position;
- Participate in the development of the Museum's educational collection;
- Other related tasks related to the promotion of cultural activities.

#### Employment Conditions

- Full-time and permanent position; non-standard schedule including occasional work on evenings and weekends;
- 3 months' probation period;
- Compensation commensurate with experience with competitive benefits.

#### Qualifications and Profile Required

- Master degree in art education, art history, museum studies, history, sociology, indigenous studies or other related fields;
- Minimum of 3 years of relevant experience in cultural project management;
- Knowledge of indigenous history, culture and issues;
- Good knowledge of Eudonet (or other CRM system) and Office Suite, including Word and Excel; knowledge of audiovisual technologies;
- Creative, dynamic, accountable, good planning and organizing skills and autonomy;
- Capacity to develop positive interpersonal relationships;
- Strong project management skills;
- Strong writing skills;
- Demonstrated interest for current trends and stands out by a willingness to experiment with new models;
- Bilingual (French / English) oral and written

Applications for the position will be accepted until **January 13, 2019 (Ref.: #201824E)**. Qualified candidates are encouraged to apply by email. Please provide: **1) Letter of intent 2) Curriculum vitae 3) Salary expectations**  
Forward to the Human Resources Department by e-mail: [rh.mccord@mccord-stewart.ca](mailto:rh.mccord@mccord-stewart.ca)

For details on the McCord and Stewart museums, please consult our websites:  
[www.mccord-museum.qc.ca](http://www.mccord-museum.qc.ca) and [www.stewart-museum.org](http://www.stewart-museum.org)

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