



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, Material Culture, and Textual Archives. McCord Museum: Our People, Our Stories.

The Stewart Museum is a Montreal history museum founded more than 60 years ago that celebrates the European influence in New France and North America from the 17th century to today. Located on an exceptional heritage site, the institution offers original exhibitions that draw on its rich collection and take a contemporary look at history. The Museum has a unique collection of 27,000 artefacts, which includes scientific, decorative arts and military objects as well as rare books and textual archives.

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

We are looking for an

Intern, Education, Community Engagement and Cultural Programs

During the internship, the candidate will work on the Museum's education, community engagement and cultural programs, assisting project managers in the effective, efficient delivery of said programs. Although the internship will focus primarily on the program of summer cultural activities (Urban Forest) and the development of educational workshops (Story Factory), it could also involve other ongoing or future projects. By working collaboratively with the internship supervisor or supervisors, the candidate will have an opportunity to put various skills and knowledge to practical use, at two museum sites: the McCord Museum, in downtown Montreal, and the Stewart Museum, on St. Helen's Island.

Duties and responsibilities

Summer cultural programming

- Help set up the Urban Forest 2020 (outdoor facility);
- Take part in coordinating summer activities and write up post-event reports;
- Help develop and coordinate upcoming programming activities;
- Write promotional texts for cultural activities;
- Follow up with partners and be present at activities/events.

The Story Factory

- Conduct research for and participate in developing workshops and participatory strategies for school groups (elementary and high school students; groups learning French);
- Assist with the creative development of activities for day camps and daycares;
- Help develop summer activities for the general public/families;
- Co-ordinate the installation of community exhibitions in the Gallery;
- Write visitor guides for new activities;
- Help train the team of cultural mediators.

Qualifications

- Independent and responsible;
- Strong organizational skills;
- Excellent interpersonal skills;
- Proven oral and written communication skills;
- Dynamic and creative;
- Openness to participatory approaches;
- Interest in culture, Montreal history and Indigenous cultures.

Requirements and profile

- University degree in communication and cultural studies, museum studies, or a related discipline (or in progress).
- Proficiency in French and English, both spoken and written.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Interest in arts, culture and heritage.

Working conditions

- Unpaid internship;
- Part-time or full-time, from 21 to 35 hours per week, from April/May to August/September 2020 (flexible, depending on the program requirements and candidate's availability);
- Work may occasionally require early morning, evening or weekend hours;
- Cultural benefits (one-year McCord Museum membership at the end of the internship, discount at the Museum gift shop and Café Bistro, access to cultural activities and some special events at the Museum) plus reimbursement of cost for monthly Opus pass if internship is full-time;
- Stimulating work environment and professional training.

You can apply at any time, specifying your **availability date** and including: **1) Letter of intent 2) Curriculum vitae to the attention of Maria Luisa Romano**, Project Manager, Education, Community Engagement and Cultural Programs at maria.l.romano@mccord-stewart.ca

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