



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, Documentary Art, Material Culture, and Archives. **McCord Museum: Our People, Our Stories.** All of the McCord Museum's activities revolve around six core values: rigour, integrity, inclusion, audacity, creativity and commitment.

We are seeking a
HEAD, HUMAN RESOURCES
Ref. 202105E

The Operations division plays an important role in providing administrative, financial and accounting services to a staff of 100 people. The Museum's Human Resources Department provides an effective and dynamic team adhering to best practices of human resources management.

Under the supervision of the Director of Operations and in close collaboration with the President and Chief Executive Officer, the Head, Human Resources, plays a strategic role within the organization. As part of all strategic decisions, he advises management on human resources issues and provides innovative solutions.

With the support of an HR Officer, the incumbent must ensure the implementation of HR practices that support the Museum's diversity, inclusion and equity policy and contribute to the professional development of the teams. He must also ensure the application of union contracts and compliance with applicable standards, laws, regulations, policies and procedures in effect.

The incumbent will have the following responsibilities:

- Familiarize himself with the Museum's strategic plan, activities and human resources priorities;
- Implement innovative HR practices that support the Museum's objectives;
- Contribute to create a work environment that incorporates the Museum's values of audacity, creativity, commitment, inclusion, integrity and rigour;
- Support, coach and develop effective management teams;
- Develop action plans for various ongoing files such as: diversity, wellness, talent development, succession plan, compensation, etc.;
- Develop internal training programs on various topics related to the Museum's objectives;
- Perform administrative duties of the HR function (recruitment (analysis to integration), social benefits, KPIs, training plans and competency legislation, performance management, etc.);
- Recruit, provide guidance to and evaluate his department staff.

Employment Conditions

- Full-time position beginning summer 2021 ; probationary period of 6 months;
- Compensation commensurate with experience plus extensive benefits package;
- Stimulating and collaborative work environment.

Qualifications and Profile Required

- University degree in Human Resources, or related field, CHRP designation is considered an asset;
- Ten (10) years experience in similar positions, in cultural organization, an asset;
- Leadership with an open mind and a ability to bring teams to their full potential;
- Overall and strategic vision of the Museum and its role in the cultural community, while producing on the operational side;
- Excellent written and oral communication skills, including effective public speaking;
- Proficient in Office Suite and Microsoft and knowledge of HR Software;
- Fluency in English and French (written and spoken);
- Solid negotiation and writing skills;
- Consistency, sense of ethics, good judgment, honesty and great discretion;
- Organizational skills, methodical and strong sense of responsibility;
- Good team player; ability to establish and maintain excellent interpersonal relationships.

The McCord Museum is committed to providing a skilled workforce that reflects the diversity of Montréal's population. We hire based on individual role requirements and select our employees based on their qualifications, skills and experience. We do not discriminate based on personal differences. The masculine form used in this advertisement refers to both women and men.

To apply, please send your application to the selection committee before Monday, **May 31, 2021**, specifying the reference number 202105E in object and including 1) a cover letter 2) your resume, 3) Your salary expectations to the Human Resources at rh.mccord@mccord-stewart.ca

For more information on the McCord Museum, please visit: www.musee-mccord.qc.ca

We thank all those who will be submitting their applications in advance. However, only those selected for the interviews will be contacted.