



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.

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

We are seeking a
Team leader, Education, Community Engagement and Cultural Programs
Ref. 202121E

The Education, Community Engagement and Cultural Programs Department is responsible for offering a broad range of programs to schools, the local community and tourists. A team of 20 volunteers and 10 contractual Interpreter-Guides presents the programs and activities.

Under the supervision of the Head, Education, Community Engagement and Cultural Programs, the incumbent is responsible of the planning and management of all activities related to the logistics of the service.

Roles and Responsibilities

- Develop monthly schedules based on reservations and availability of each cultural mediator, while respecting the collective agreement;
- Manage the assignment of Docents;
- Organize the logistics of the activities and follow-up on changes, including room bookings and equipment (hardware or virtual)
- Review and approve Cultural Mediator's timesheets on a weekly basis;
- Plan and provide training for docents and cultural mediators ;
- Participate with the hiring, integration, training and evaluation of Cultural Mediators;
- In charge of preparing the required equipment and ensure the maintenance and storage of the teaching material;
- Write various reference documents that guide the work of the mediation team;
- Print the schedule of the day and prepare the kit designed for teachers;
- Occasionally lead educational programs and visits, provide supervision and ensure a presence during cultural activities.

General

- Act as an information agent to the various stakeholders (internal and external) in connection with the Service;
- Compile statistics about groups and working hours of Docents and Cultural Mediators; produce different reports;
- In charge of reservations and follow up for the Day camp;
- Provide support to the project Managers in their work;
- Follow-up and have regular exchanges with the group booking manager
- Follow up on the logistical planning for activities and with partners;
- Ensure programming monitoring with the Museum's internal teams;

Employment Conditions

- Permanent position, 35 hours per week
- Starting now; Probation period: 3 months
- Salary commensurate with experience between 38 k and 47 k and an interesting benefit package
- Work schedule from Sunday to Thursday with occasional work on evenings (events).

Qualifications and Profile Required

- College diploma in administration or/and human resources; ACS or Certificate in Cultural Mediation an asset
- 2 years of relevant experience in similar role with team and docents management;
- Experience as a Museum educator an asset;
- Ability to develop positive interpersonal relationships
- Leadership: ability to lead, motivate and work as a team.
- Sense of responsibility and autonomy; ability to propose solutions; ability to express oneself in public; effective communication skills;
- Technology skills and knowledge of Eudonet or other CRM, Suite Office, including Teams, Zoom;
- knowledge of Canadian history and existing social issues;
- Knowledge about the Training Program for Quebec Schools (an asset).

Applications for the position will be accepted until **september 20, 2021** (Ref.: #202121E). Qualified candidates are encouraged to apply by email. Please provide: **1) Letter of intent 2) Curriculum vitae 3) your salary expectation**
Forward to the Human Resources Department by e-mail: rh.mccord@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.