



The McCord Museum celebrates our past and present lives – Our history, our people, and our stories. A Museum that mirrors a city open to the world, the McCord is an intelligent Museum that connects individuals with cultures and communities, offering a current take on today's issues. Contemporary and interactive, the McCord encourages us to reflect upon the past while engaging with the present.

The Museum Boutique offers one-of-a-kind items to complement our current exhibitions as well as unique locally made jewellery, decorative objects, books, stationery, fashion accessories, and Aboriginal products.

The McCord Museum is recruiting a
Museum Boutique and Admissions Manager (Maternity Leave replacement)
Reference No.: **201513E**

Reporting to the Director of Marketing and Communications, the Manager is responsible for developing and managing the boutique and admissions' operations to ensure optimal visitor experience. This individual is also supported by and supervises a team leader and a team of boutique and admissions attendants.

Roles and responsibilities

Purchasing and Merchandising

- Follow and evaluate market trends in order to optimise retail operations
- Manage inventory levels and maintain the visual merchandising of the boutique
- Research, develop, implement and evaluate merchandising lines in line with the Boutique's brand image as well as for upcoming exhibitions
- Develop an annual retail marketing strategy
- Coordinate all product development and development of packaging unique to the Museum's identity
- Conduct inventory counts and produce annual inventory reports
- Observe the preservation of the Boutique's brand image
- Maintain good relations with retail, wholesale and consignment suppliers

Sales and Operations

- Service the Boutique's customers and process sales
- Represent and promote the Museum at related trade shows
- Assist in the organisation, co-ordination, operation and evaluation of the shop's promotional events
- Optimize all operations of the boutique
- Produce monthly sales reports and statistics

Admission Desk and Administration

- Recruit, evaluate and oversee work of team leader and attendants in order to ensure smooth daily operations
- Produce the staff schedule for both services
- Oversee operations and reports of sales and statistics
- Maintain procedures up to date and train new boutique staff

Employment conditions

- Full-time position, 35 hours per week, with availability one evening per week and on weekends
- 13-month maternity leave replacement to start mid-November 2015
- Compensation commensurate with experience

Qualifications required

- University degree
- Minimum 3 years of similar retail experience with team management, unionize environment would be an asset
- Proven ability on point of sale (POS) software, proficiency in MS Windows environment and MS Office Suite
- Strong written and oral communication skills in French and English; knowledge of a 3rd language would be an asset
- Strong customer service focus and excellent interpersonal skills
- Maturity and good judgement; team spirit
- Excellent organizational skills and rigour
- Ability to work autonomously
- Sense of aesthetics
- Interest in heritage (First People, an asset) and culture

Applications for the position will be accepted until **October 12, 2015 (ref.: #201513E)**. Please provide: **1) Letter of intent 2) Curriculum vitae 3) Salary expectations**
Forward to Lucie Beaupré, Senior Officer, Human Resources
By e-mail (preferably): rh.mccord@mccord-stewart.ca or by mail: 2175 Victoria Street, Montreal, QC H3A 2A3

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