



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 McCord Museum is seeking an
Admission and Boutique Attendant
Reference No.: 201601E

Reporting to the Admission and Boutique Manager, your principle duties will include:

Boutique:

- Provide excellent and bilingual customer service
- Process sales of boutique merchandise (Aboriginal and Canadian arts and crafts)
- Advise customers and close sales
- Process online sales and telephone orders
- Operate computerized point of sales system (POS) and inventory management system
- Maintain merchandise displays and product facing
- Carry out inventory functions: receiving, labelling and display of products
- Maintain an observant eye over the store to minimize theft
- Maintain general appearance of the shop (may involve some light cleaning duties)

Reception and ticket sale functions:

- Sell, distribute and/or collect tickets, passes, and memberships all while providing excellent customer service
- Operate computerized point of sales system (POS) and inventory management system
- Provide patrons with information about the Museum and other local tourist attractions in person and over the phone
- Prepare and distribute audio-guides, iPods, iPads, etc.; handle the returns
- Prepare bank deposits and balance cash daily
- Account for visitation rates, free passes, membership subscriptions, museum cards and other rebates
- Look after the general appearance of the entrance area
- Occasionally host events (welcoming guests, coat check)
- Act as a resource person for the operation of the multimedia Theatre

Employment conditions

- Part-time unionized position, 12 to 30 hours per week - Flexibility required during the week, **evening (Wednesday)** and weekend
- Wage offered: \$13.26 per hour (hiring salary) - 12 hours per week guaranteed

Qualifications and profile required

- CEGEP diploma in relevant field (art, history, tourism)
- Fluency in English and French; knowledge of a third language would be an asset
- One year of retail experience, operating computerized cash register and handling sales
- Friendly and helpful disposition, excellent customer service
- Well-groomed appearance and sense of responsibility
- Skills in merchandising and gift-wrapping
- Interest for the cultural and tourist environment, as well as Aboriginal and Canadian arts and crafts

If you wish to apply, please send your **cover letter (Ref. No.: 201601E) and resume by February 15, 2016** to: Human Resources Department
By e-mail: rh.mccord@mccord-stewart.ca or by mail: 2175 Victoria St., Montréal, QC H3A 2A3

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