



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 1, 2016** to: Human Resources Department  
By e-mail: [rh.mccord@mccord-stewart.ca](mailto: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](http://www.musee-mccord.qc.ca)  
Although we thank all applicants for their interest, only selected candidates will be called for an interview.