



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
Project Manager, Cultural Activities (Maternity Leave Replacement)
Reference # 201602E

The Museum's cultural activities for adult audiences offer innovative programs at the leading edge of new trends. These programs are designed in terms of current exhibitions, our collections and cultural events taking place in the city that are related to our mission.

The incumbent will be responsible for designing a range of cultural programs in line with the objectives set forth in management's action plan with a view to offering visitors a varied, enriching and memorable experience.

Under the supervision of the Programs Director, the incumbent will have the following duties and responsibilities:

- Develop cultural activities programs to reach different audiences;
- In collaboration with those in charge of exhibitions and educational programs, coordinate the integration of cultural activities related to various dissemination projects;
- Design, develop, execute and evaluate the cultural activities program and Victoria Street summer project;
- Create opportunities that will allow curators to promote their specific area of research through lectures, seminars or other activities;
- Work closely with the external Project Manager to realize the outdoor exhibition project designed for the 375th anniversary of Montreal;
- Manage the financial, material and human resources required to implement programs;
- Identify trends and opportunities regarding the cultural, community and academic sectors;
- Establish and maintain partnerships and proactive relations depending on the nature of projects undertaken with the cultural sector and academic circles;
- Coordinate in-house and external contributors (artists, speakers, technicians, security and other suppliers or partners) to ensure events unfold as smoothly as possible;
- Welcome visitors/participants and present activities and guests;
- Participate in the recruitment, provide direction, supervise and evaluate interns and volunteers under his or her responsibility;
- Represent the Museum and take part in various associations relevant to the position.

Employment conditions:

- Maternity leave replacement starting mid-June 2016; 35 hours per week; non-standard work schedule (evening and weekend) in connection with events;
- Competitive compensation commensurate with experience.

Qualifications and profile required:

- University degree (master's in History or Museum Studies; any other combination will be taken into consideration);
- Three (3) years of experience in managing cultural projects and events;
- Technical skills with audiovisual equipment, electronics and computers;
- Fluency in French and in English; writing skills;
- Thorough understanding of the cultural atmosphere of Montréal, Québec and Canada;
- Ability to establish positive interpersonal relations and ease in public speaking;
- Creative skills, attention to detail, resourcefulness, dynamism and adaptability, autonomy and ability to multitask.

Application Instructions

Applications for the position will be accepted until **Monday, April 25, 2016 (ref.: #201602E)**. Please provide:

1) Letter of intent 2) Salary expectations 3) Curriculum vitae

Forward to the Selection Committee 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 consult the McCord website: www.mccord-museum.qc.ca
Although we thank all applicants for their interest, only selected candidates will be called for an interview.