



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 a
Curatorial Assistant, Costume and Textiles
Reference # 201607E

Under the immediate supervision of the Head, Collection and Research, and Curator, Costumes and Textiles, the incumbent is responsible for providing support to the Museum's Costume and Textiles collection, specifically its development, building of the knowledge base, research, and dissemination.

Duties and Responsibilities

- Catalogue (Level 3) and document all new acquisitions and objects for curatorial research and exhibition projects according to the Museum's standards;
- Respond to offers of donors
- Invite and meet with donors as required
- Undertake research in collection and appraisal of objects
- Assist with the preparation of files for the internal Acquisitions Committee and attend meetings
- Participate in research to select objects for specific projects (exhibitions and others)
- Assist researchers and respond to outside inquiries
- On occasion make public presentations and write texts for web, exhibitions, or other presentations
- Represent the Museum in a professional capacity

Employment Conditions

- Full-time position beginning in June 2016
- Salary commensurate with experience

Qualifications and Requirements

- Master's degree in the history of fashion, costume and textiles
- Minimum of two years' experience in a similar position
- Technical understanding of textiles (including preventive conservation), clothing construction, costume history
- Interest in conducting research
- Fluency in French and English (spoken and written)
- Excellent writing skills
- Good interpersonal skills, ability to communicate in public and simplify content
- Capacity to plan, autonomy – ability to work with little or no supervision
- Good knowledge of the Microsoft Office Suite and TMS database
- Rigour and attention to detail

Applications for the position will be accepted until **May 13, 2016**. Please provide: **1) Letter of intent (Ref. #201607E in the subject heading) 2) Salary expectations 3) Curriculum vitae**
Forward to Lucie Beaupré, Head, Human Resources Department
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.