



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
Rental Manager
Reference # 201610E

Reporting to the Supervisor, Special Events and Rental, the Manager is responsible to maximize space rentals profitability while meeting the Museum's quality standards.

Roles and Responsibilities

- Participate in development of clientele in the business, cultural, and culture and heritage communities;
- Ensure excellence in service and follow-up of rentals (meet potential clients, present various offers, negotiate, book of rooms and equipment, tenders, contracts, invoices);
- Answer telephone calls and follow-up on all inquiries and customer emails;
- Ensure full customer satisfaction from the first contact with clients through to closing and billing;
- Establish, communicate and manage event logistics;
- Enter bookings and information in the contact management software;
- Represent the Museum in a professional capacity.

Employment conditions:

- Part-time position beginning in June 2016. Non-standard work schedule in connection with events, including weekends and evenings;
- Salary commensurate with experience.

Qualifications and profile required:

- College degree in Management or equivalent;
- Minimum two (2) years of relevant experience in similar functions (experience in a museum or in the cultural sector in general would be an asset);
- Fluency in English and French (written and spoken);
- Capacity to work under pressure and as part of a team; customer-service oriented philosophy;
- Strong sense of negotiation; communication and interpersonal skills;
- Creativity, technical skills, accuracy, resourcefulness, dynamism and adaptability, autonomy and versatility;
- Interest in culture and heritage.

Application Instructions

Applications for the position will be accepted until **Monday, June 6, 2016 (ref.: #201610E)**. Qualified candidates are encouraged to apply by email. Please provide: **1) Letter of intent 2) Curriculum vitae 3) Salary expectations**
Forward to Lucie Beaupré, Head, Human Resources Department
By e-mail: rh.mccord@mccord-stewart.ca or by post: 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.