



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 recruiting a Graphic Designer (Maternity replacement)

Ref. Number: 201618E

The Marketing and Communications Department is responsible for promoting the Museum's brand image as well as increasing its visibility, the number of visitors, and their level of satisfaction. The Department handles the management of the gift shop, the reception desk, the *café*, special events and room rentals. A team of fifteen handles the running of the auxiliary services, develops and implements the marketing and communications strategy and plans for all the Museum's activities.

True guardian of the "McCord Museum" brand under the supervision of the Head of Communications, the incumbent will ensure that standards are respected and will assume responsibility for creating communication tools that are as varied as they are stimulating while performing the following tasks:

- Create communications tools based on the Museum's graphic platform: advertising (printed formats, Web, etc.), posters, signage, publications, promotional tools, video projects, merchandise for the Boutique, etc.
- Design, find creative concepts to communicate the Museum's activities and promotions
- Adapt creative material for various platforms of communication
- Integrate comments and supply final files to the printers or publishers
- Maintain relation and coordinate production with the Museum's suppliers and partners
- Monitor production with external suppliers and internal customers (printers, video producers, photographers, freelancers, etc.)
- Provide creative input and assistance to the Marketing and Communications team for various design and written projects

Employment Conditions

- One-year full-time contract
- Salary commensurate with experience
- Employment to start March 2017

Qualifications and Profile Required

- University degree in Graphic Design
- Five (5) years of relevant experience, in a cultural field would be an asset
- Knowledge of and proficiency in MAC environment, Adobe CS5, Office, InDesign
- Bilingualism in French and English, both oral and written
- Sense of responsibility and ability to work independently with tight deadlines
- Creativity, organizational skills, attention to detail, resourcefulness, adaptability and versatility
- Team spirit and ability to communicate
- Keen interest in art and cultural activities

Applications for the position will be accepted **until noon, Friday, December 16, 2016 (ref.: #201618E)**. 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 visit the McCord website at www.mccord-museum.qc.ca
Although we thank all applicants for their interest, only selected candidates will be contacted for an interview.**