



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  
*Part-time Interpreter-Guide***

Ref. N<sup>o</sup>: 201713E

The Education Programs Department is responsible for offering a broad range of programs to schools, the local community and tourists. Education programs are designed specifically for school groups at all levels. Cultural activities are offered to special interest groups, youth and families. A team of 20 volunteers and 15 contractual Interpreter-Guides presents programs and activities.

**Reporting to the Coordinator of Education, the Interpreter-Guide has the following responsibilities:**

- Present education programs (guided visits and workshops) to visiting groups (schools, daycare, summer camps, college and university groups, groups of children and adults), which includes:
  - Presentation and interpretation of exhibitions (permanent and temporary) and workshops within the framework of existing education programs at the Museum
  - Preparation of workspace and teaching materials for visiting groups (this may involve light cleaning duties)
  - Accompaniment of visiting groups, from arrival until departure
  - Continuing familiarization with the exhibitions and education programs through participation in training session and all other pedagogic tools provided by the Education Programs Department of the Museum
- Assist in the logistical planning of guided visits and workshops: group reception and orientation, itineraries, planning of visits and management of the education collection
- Act as assistant contact person for the presentation of education programs, as needed; assist in the production of pedagogic tools
- Participate in the preparation of the training program for the volunteer guides, as needed
- Participate in informing the guides (employees and volunteers) of the distribution of material
- Ensure surveillance and compliance of visitors in public areas

**In order to maintain the quality of services offered to the public, the Interpreter-Guide is expected to:**

- Attend training sessions on various topics related to Museum programs
- Become informed on various visitor profiles to better address each audience
- Be completely familiar with the Museum's current exhibitions
- Master a variety of interpretation techniques
- Vary group presentation techniques according to specific clientele

**Employment conditions:**

- Part-time unionized position with schedule on weekdays and weekends, completed with on-call flexible hours. Interpreter-Guides must be available on Mondays for training, Wednesday night and week-ends.
- Compensation \$18,21 per hour (12 hours per week guaranteed)
- Employment to start immediately (240 hours' probation period)

**Qualifications and profile required:**

- CEGEP diploma in relevant field (social sciences, history, education) and current enrolment in a related university degree program
- One year of relevant experience in interpretation of museum programs (guided visits and workshops)
- Fluency in both English and French; knowledge of a third language would be an asset
- Sound knowledge of Canadian history and Aboriginal cultures
- Sensitivity to cultural diversity
- Capacity to interpret and simplify scholarly content
- Engaging presence and excellent communication skills
- Creativity, imagination, and dynamism; willingness to learn
- Punctuality, strong sense of responsibility, methodology and team spirit
- Valid driver's licence

If you are interested in applying, please send your **cover letter and resume**, with a mention of **reference 201713E, by noon, June 15, 2017**, to the attention of:

Human Resources Department

By e-mail (preferably): [rh.mccord@mccord-stewart.ca](mailto:rh.mccord@mccord-stewart.ca) or by post: 2175 Victoria St., Montréal, QC H3A 2A3

**For details on the McCord Museum, please consult the McCord website:**

[www.mccord-museum.qc.ca](http://www.mccord-museum.qc.ca)

**Although we thank all applicants for their interest, only selected candidates will be called for an interview.**