



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.

We are looking for
Volunteers – Member service Agent

The client development department is looking to hire volunteers (approximately 10) to fill the position of Member Service Agent for two (2) exhibitions called *Fashioning Expo 67 and Illusions – The Art of Magic*

The volunteers will have to welcome the visitors at the entrance of the museum, present the program and encourage them to become members or to renew their membership.

Reporting to the Head, Client Development and Partnerships, the agent will have the following tasks:

- Greet, present and distribute information regarding the Museum to visitors
- Sell membership cards
- Manage the Membership counter
- Present membership programs
- Answer visitor's questions regarding membership programs

Employment conditions:

- Must be available at least 4 hours per week
- Must be available on Wednesday evening and during week-ends
- Contract ending on October 1, 2017.

Requirements and requested profile:

- High school diploma required
- Bilingualism required (French and English)
- Ability to listen, sell and to communicate effectively
- Client service orientated
- Maintain a smart appearance
- Be mature and responsible
- Have an interest in history, arts, culture and tourism in general

If qualified and interested in applying, please send **your curriculum vitae** with a mention of reference 201714 **before noon on Monday, July 10, 2017** by e-mail to camille.mathon@mccord-stewart.ca