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.

All of the Museum's activities revolve around six core values: rigour, integrity, inclusion, audacity, creativity and commitment.

Cataloguer
Ref. : 201721E

The Collection Management department preserves nearly 1.5 million objects, images and manuscripts that reflect the social history and material culture of Montreal, Quebec and Canada. Through an active collecting program, the Museum acquires annually thousands of artefacts and archival documents.

Main responsibilities:

Reporting to the Registrar, the Cataloguer will use the Collection Management Software TMS («The Museum System») for all cataloguing functions, and will have the following responsibilities:

- Formulate a distinct descriptive fact sheet in the artefacts' database for each item acquired, then perform a Level 2 and 3 cataloging (administrative information and basic data, namely: measures taking, transcribing marks, dating, identification of mediums, materials and techniques, attribution of titles and keywords, etc.);
- Standardize the authorities used according to the thesauri favored by the institution;
- Occasionally number, according to Museum standards, certain types of artifacts (photographs, textual archives, drawings and prints);
- Assist punctually in the artifacts' transportation and storage;
- Validate certain information contained in the database when an object is selected for an internal or external project;
- Assist with the production of reports on the collection (using Crystal Reports software);
- Provide administrative support regarding the acquisition process;
- Perform any other tasks related to the documentation of the collections.

Employment Conditions

- Full-time and permanent position, 35 hr per week work schedule;
- Compensation commensurate with experience with competitive benefits;
- 3 months' probation period.

Qualifications and Profile Required

- Masters' degree in Art History, Ethnology, Museum Studies or relevant field;
- Minimum of 2 years related professional experience;
- Knowledge of Museum's cataloguing, conservation, manipulation and storage practices;
- Knowledge of archival rules and regulation standards (RDDA), an asset;
- Fluent in English and French (spoken and written);
- Proficient in a fully computerized environment, strong skills with Microsoft Office programs. Knowledge of The Museum System software, TMS is an asset;
- Mature, responsible, detail oriented and rigorous, able to work autonomously and in a team;
- Able to perform repetitive tasks with excellent attention to detail and being result oriented;
- Strong interest in culture and heritage.

Applications for the position will be accepted until **December 6, 2017** .Qualified candidates are encouraged to apply by **sending a letter of intent and a curriculum vitae** to the human resources department at the following email address: frederic.somlith@mccord-stewart.ca

For details on the McCord museum, please consult our websites: www.mccord-museum.qc.ca
Although we thank all applicants for their interest, only selected candidates will be called for an interview.