



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.

The McCord Museum is seeking a
Assistant, Communications
Temporary summer student employment*
Reference #: 201808E

The McCord Museum is looking to hire a student to fill the position of Assistant, Communications. This function consists mainly of supporting the Promotion Advisor. We are looking for a student who will express themselves with their creativity, rigor and involvement in the promotion of the Museum's exhibitions and activities.

Main responsibilities

- Participate in the promotion of the Museum's exhibitions and cultural activities: brainstorming and working sessions in order to develop communication and media plans;
- Help monitor communication production with the graphic design studio for web and print advertising material;
- Help create social media strategies and content – mostly Facebook and Twitter monitoring (editorial and visual content);
- Assist in updating the website;
- Write various communication pieces and exhibition or activities post-mortems;
- Help in the scheduling and organization of events and media relation;
- Execute data entry in Excel and in the database;
- Perform other related duties in collaboration with the marketing-communication team.

Employment conditions:

- Temporary summer student employment; 35 hours per week, for 12 weeks;
- Compensation of \$16,00 per hour; employment starting on June 4 and ending on August 24;
- Candidates must be eligible for Young Canada Works program for heritage establishments: <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>

Qualifications and Profile Required:

- University degree in communication, marketing, public relation or a related field; (or in the process of being completed);
- Bilingual (spoken and written French and English) and excellent French writing skills;
- Strong interpersonal and communication skills;
- Self motivated, great sense of responsibility, rigorous and effective work method;
- Ability to work in a team;
- Well-developed capacity to adapt and excellent customer service;
- Knowledge of the Microsoft Office Suite and the operation of social media strategies (Facebook, Twitter, Pinterest, Instagram, YouTube, Tumblr, LinkedIn);
- Able to work in a digital dynamic;
- Interested in culture and heritage.

Applications for the position will be accepted **until April 29, 2018 (Ref.: #201808E)**. Qualified candidates are encouraged to apply by email. Please provide: **1) Letter of intent 2) Curriculum vitae**
Forward to: Human Resources Department by e-mail: rh.mccord@mccord-stewart.ca

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