



The McCord Museum is the museum of all Montrealers, a social history museum that celebrates life in Montreal, both past and present—its history, its people, and its communities. Open to the city and the world, the Museum presents exciting exhibitions, educational programming and cultural activities that offer a contemporary perspective on history, engaging visitors from Montreal, Canada and beyond. It is home to over 1.5 million artefacts, comprising one of the largest historical collections in North America, organized into the following departments: Dress, Fashion and Textiles, Photography, Indigenous Cultures, Paintings, Prints and Drawings, Decorative Arts, and Textual Archives. McCord Museum: Our People, Our Stories.

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

The McCord Museum is seeking a
Junior Editor, Digital Content
Reference #: 201814E

Under the supervision of the Manager, Digital Outreach, Collections, the incumbent will provide substantial support to the launch of the website «EncycloFashionQC – Who's Who in the History of Quebec Fashion».

Duties and Responsibilities

- Participate in the coordination of the online content posting;
- Ensure the integration of more than 500 records in the content management system (WordPress);
- Participate in the process of copyright release of certain photographs;
- Create different image file formats needed for online release;
- Participate in the validation of the contents;
- Participate in the training of the content management system future users;
- Provide administrative support for inventory management of digital images and data;
- Perform related administrative tasks.

Employment Conditions

- Temporary employment, 35 hours per week, for 18 weeks;
- Compensation of \$17.5 per hour; employment starting on August 20, 2018 until December 21, 2018;
- 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/careers-heritage-graduates.html>

Qualifications and Profile Required

- University degree in digital information management combined with a degree in a discipline related to the mission of the McCord Museum (museology, history, art, cultural animation, etc.);
- Bilingual (French and English);
- Relevant work experience in Museums, Archives or Libraries is a strong asset;
- Basic Knowledge of WordPress;
- Strong adaptability skills;
- Computer savvy, good knowledge of the Windows environment;
- Strong organization skills, rigorous, creative and able to work in a team.

Applications for the position will be accepted until **July 6, 2018 (Ref.: #201814E)**. Qualified candidates are encouraged to apply by email. Please provide: **1) Letter of intent 2) Curriculum vitae**
Forward to: Human Resources Department at rh.mccord@mccord-stewart.ca

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