



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 – Survey Clerks**  
Reference #201711A

The Marketing department is looking for dynamic **volunteers** to fill the position of **Survey Clerk** to assist us in conducting a market research survey about visitor satisfaction over the winter months. These surveys' play an extremely important role as they allow us to better understand our visitors needs in order to provide the best museum experience possible.

**Reporting to the admissions team leader, the clerk will have the following tasks:**

- Approach visitors to complete the survey
- Follow weekly completed survey objectives
- Answer visitor's questions and direct them to the different spaces within the Museum
- Systematically inform visitors to participate in our contests

**Employment conditions:**

- Must be available at least 3-4 hours per week
- Must be available on Wednesday evenings, during week-ends or one-week day
- The volunteer schedule is very flexible
- This position is until March 18 2018
- You will receive special advantages for being a McCord Museum volunteer

**Requirements and requested profile:**

- High school diploma required
- Bilingualism required (French and English)
- Outgoing, enthusiastic and can easily approach visitors
- Ability to listen and to communicate effectively
- Client services orientated
- Maintain a smart appearance
- Be mature and responsible
- Have an interest in history, arts and culture and tourism in general

If qualified and interested in applying, please send **your curriculum vitae** with a mention of reference 201711A before **December 1 2017** by e-mail to [lisa.gratton@mccord-stewart.ca](mailto:lisa.gratton@mccord-stewart.ca) By mail: at 2175, Victoria St., Montreal Qc. H3A 2A3