



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 seeking an
Intern, Cultural Programs

The intern's time at the Museum will allow him or her to be at the heart of Cultural Programs. The intern will be responsible for assisting the Project Manager in the efficient and effective delivery of the various programs. By working closely with the internship supervisor, the candidate will have the opportunity to employ his or her knowledge and competence.

Responsibilities and Duties

- Participate in the successful implementation of programmed activities
- Collaborate in the coordination of the 2017 *Nuit blanche*
- Contribute to the planning of the 2017 *Urban Forest*
- Act as liaison with suppliers
- Ask for quotations
- Coordinate equipment rental
- Follow up with partners
- Search for content
- Contribute to the writing of descriptive texts and promotional material for activities
- Make post-event assessments

Qualities and Aptitudes

- Autonomy and sense of responsibility
- Strong sense of organization
- Customer-service oriented philosophy
- Excellent interpersonal skills
- Demonstrated verbal and written communication skills
- Dynamism and creativity

Qualifications

- University degree in cultural animation or training in event management (or in the process of being completed)
- Fluency in English and French (spoken and written)
- Proficiency in *MS Office* applications (Word, Excel, PowerPoint)
- Technical skills with audiovisual equipment, electronics and computers
- Interest in arts, culture and heritage

Internship Conditions

- Part-time **unpaid** internship, 21 hours per week or more (according to availability)
- Occasional work on evenings and weekends
- Stimulating work environment and cultural benefits

You may apply at any time. Please **specify potential start date** and provide: **1) Letter of intent** **2) Curriculum vitae** and forward to:

Amélie Masson-Labonté

By e-mail (preferably): amelie.masson-labonte@mccord-stewart.ca or by mail: 2175 Victoria Street, Montreal, QC H3A 2A3

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