



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 in Human Resources Management

The intern's time at the Museum will allow him or her to be at the heart of the action in terms of Human Resources Management. The intern will be responsible for carrying out specific projects under the supervision of the Head, Human Resources, as well as assisting in the completion of administrative tasks and spontaneous projects. By working closely with the internship supervisor, the candidate will have the opportunity to employ his or her knowledge and competence.

Responsibilities and Duties

- Write procedures and new policies
- Enrich new employee orientation policy
- Improve interview questionnaires
- Create and maintain employee records
- Create and implement dashboard
- Enrich database by adding information and creating reports
- Review unsolicited job applications; select and interview candidates if needed

Qualities and Aptitudes

- Professionalism, rigour and discretion
- Excellent interpersonal skills
- Above-average oral and written communication skills
- Strong sense of customer service
- Good judgment ;
- Autonomy and attention to detail
- Ability to propose solutions
- Organizational skills, sense of responsibility
- Capacity to define priorities and manage multiple tasks (cases) simultaneously

Qualifications

- University degree in Human Resources Management or Industrial Relations (or in the process of being completed)
- Relevant experience in Human Resources Management or Administration
- Fluency in English and French (excellent grammar in both languages)
- Proficiency in *MS Office* applications (Word, Excel, PowerPoint)
- Interest in arts, culture and heritage

Internship Conditions

- Three-month **unpaid** internship
- Monday to Thursday, 28 hours per week
- Cultural benefits

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

Lucie Beaupré, Head, Human Resources Department

By e-mail (preferably): rh.mccord@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.