



**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 – Member service Agent**

The client development department is looking to hire volunteers (approximately 10) to fill the position of Member Service Agent for two (2) exhibitions called ***Fashioning Expo 67 and Illusions – The Art of Magic***

The volunteers will have to welcome the visitors at the entrance of the museum, present the program and encourage them to become members or to renew their membership.

**Reporting to the Head, Client Development and Partnerships, the agent will have the following tasks:**

- Greet, present and distribute information regarding the Museum to visitors
- Sell membership cards
- Manage the Membership counter
- Present membership programs
- Answer visitor`s questions regarding membership programs

**Employment conditions:**

- Must be available at least 4 hours per week
- Must be available on Wednesday evening and during week-ends
- Contract ending on October 1, 2017.

**Requirements and requested profile:**

- High school diploma required
- Bilingualism required (French and English)
- Ability to listen, sell and to communicate effectively
- Client service orientated
- Maintain a smart appearance
- Be mature and responsible
- Have an interest in history, arts, culture and tourism in general

If qualified and interested in applying, please send **your curriculum vitae** with a mention of reference 201714 **before noon on Friday, August 10, 2017** by e-mail to [muriel.devemy@mccord-stewart.ca](mailto:muriel.devemy@mccord-stewart.ca)

For more info on the McCord Museum, please visit our website: [www.musee-mccord.qc.ca](http://www.musee-mccord.qc.ca)  
We thank you for sending us your application. However, we'll only be in touch with the people we would like to meet up with for an interview.