



## Collecting History - Connecting People

The McCord Museum is a public research and teaching museum dedicated to the preservation, study, diffusion and appreciation of Canada's, Quebec's and Montreal's history.

A unique forward-looking and thought-provoking museum, the McCord explores contemporary issues through its collections and exhibitions, and offers stimulating public programming relevant to Canadians of all backgrounds and all ages. The McCord is engaged with communities at the local, national and global level.

The McCord maintains the high standard of its public mission thanks to a dynamic and passionate team. The McCord offers a stimulating environment with people from all sorts of backgrounds recognized for their commitment, professionalism and expertise.

The intern will take part in various projects to promote Museum exhibitions and activities under the supervision of the Head, Communications and in collaboration with the Marketing and Communications team.

### Internship Opportunity *Marketing-Communications Assistant*

#### Main tasks and responsibilities

- Manage practical aspects of implementing communication plans
- Take part in brainstorming meetings to create communication plans
- Contribute to the planning of media campaigns
- Help monitor communication production with the graphic design studio for web and print advertising material
- Help create social media strategies and content – mostly Facebook and Twitter (editorial and visual content) monitoring
- Assist in updating the website
- Contribute to publishing projects
- Write various communication pieces and exhibition post-mortems
- Take part in the organization of events
- Coordinate with partner organizations
- Compile and analyze the results of our summer survey
- Perform other related duties

#### Internship conditions

- Full-time internship, 35 hours per week, occasional evening and weekend work
- Available year round, minimum of three months, unpaid, some cultural benefits
- Fast pace of work, supervised by a professional team in a pleasant atmosphere
- Unsolicited applications accepted year round

#### Required skills

- University degree (Bachelor's degree in marketing, commerce or communications)
- Bilingual (spoken and written French and English) and excellent French writing skills
- Proficiency in Microsoft Office
- Understanding of social media strategies and operations (Facebook, Twitter, Pinterest, Instagram, YouTube, Tumblr, LinkedIn)
- Ability to work in a team
- Ability to manage multiple office duties and other tasks, and set priorities with efficiency and rigour
- Resourceful, dynamic, adaptable, autonomous and versatile
- Interested in culture and heritage.

**To apply**, please complete the form at: [http://www.musee-mccord.qc.ca/pdf/internships/Formulaire\\_demande\\_stage\\_2011\\_07\\_EN.pdf](http://www.musee-mccord.qc.ca/pdf/internships/Formulaire_demande_stage_2011_07_EN.pdf) and send it with **a cover letter and resume to the attention of Sandra Heintz**, Head, Communications at [sandra.heintz@mccord.mcgill.ca](mailto:sandra.heintz@mccord.mcgill.ca) or by post to 2175 Victoria Street, Montreal, Quebec H3A 2A3.

For more information about the McCord Museum, please visit our website: <http://www.musee-mccord.qc.ca/en/>.

**Thank you to everyone who submits an application.**  
Please note we will only contact people selected for interviews.