



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.

Internship Opportunity
Events Assistant, Marketing and Communications

Reporting to the Manager, Special Events and Rental, the Intern takes part in various events in connection with the Museum's exhibitions and activities.

Main tasks and responsibilities

- Assist in the coordination of events (before, during and after) that will take place both inside and outside the Museum
- Participate in the planning of events
- Follow up on orders with suppliers
- Search for sponsors and maintain sponsor relationships
- Help in the scheduling of events
- On occasion, contribute to the promotion of the Museum's exhibitions and activities, and manage communication tools alongside the graphic design studio and in collaboration with the Marketing-Communications team. ▪
- Execute data entry in Excel and in the database
- Perform other related duties

Internship conditions

- Full-time unpaid internship
- 35 hours per week; occasional work on evenings and weekends
- Available starting in September 2016, minimum of three months
- Fast work pace, supervised by a professional team in a pleasant atmosphere with cultural benefits

Required skills

- University degree
- Fluency in French and English (spoken)
- Interpersonal communication skills
- Punctuality, sense of responsibility and effective work method
- Team spirit
- Adaptability and customer-service oriented philosophy
- Valid driver's licence
- Interest in culture and heritage

If you wish to apply, please send a **cover letter and your resume to the attention of:**

Camille Mathon, Manager, Special Events and Rentals

By e-mail (preferably): camille.mathon@mccord-stewart.ca or by post: 2175 Victoria St., Montréal, QC H3A 2A3

For details on the McCord Museum, please consult our website: <http://www.mccord-museum.qc.ca>

Although we thank all applicants for their interest, only selected candidates will be called for an interview.