



The McCord Museum is the museum of all Montrealers, a social history museum that celebrates life in Montreal, both past and present—its history, its people, and its communities. Open to the city and the world, the Museum presents exciting exhibitions, educational programming and cultural activities that offer a contemporary perspective on history, engaging visitors from Montreal, Canada and beyond. It is home to over 1.5 million artefacts, that make up one of the largest historical collections in North America, comprising Dress, Fashion and Textiles, Photography, Indigenous Cultures, Paintings, Prints and Drawings, Decorative Arts, and Textual Archives. McCord Museum: Our People, Our Stories.

The Stewart Museum is a Montreal history museum founded more than 60 years ago that celebrates the European influence in New France and North America from the 17th century to today. Located on an exceptional heritage site, the institution offers original exhibitions that draw on its rich collection and take a contemporary look at history. The Museum has a unique collection of 27,000 artefacts, which includes scientific, decorative arts and military objects as well as rare books and textual archives.

The McCord and Stewart Museums are two renowned social history museums operating, since 2013, under the name McCord Stewart Museum. All of the McCord Stewart Museum's activities revolve around six core values: rigour, integrity, inclusion, audacity, creativity and commitment.

We are seeking an  
*Coordinator, Public Relations and Promotions – Contract (7 months)*  
No de réf. : 201908E

Under the supervision of the Public Relations and Promotions Officer, the incumbent will participate in the development and implementation of communication strategies for the McCord Museum and the Stewart Museum. He will coordinate relations with different constituencies, participate in advertising, promotional and partnership projects, ensure the distribution of products and services, and contribute to enhancing the awareness and brand of the two institutions, as well as the engagement of their audiences.

## **Roles and Responsibilities**

### Promoting the McCord Museum and Stewart Museum activities

- Participate in the development and implementation of communications plans for the Museums' exhibits and activities
- Ensure the coordination and distribution of printed communications materials to various targeted groups
- Follow up on the delivery of benefits to the Museum's media, institutional and cultural partners
- Participate in the management of exhibitions' promotional activities (invitations, openings, posters, etc.)
- Coordinate advertising and other visual materials delivery with the graphic designer
- Follow up on requests for guest passes;
- Carry out strategic monitoring as regards promotion of activities to various audiences in the context of Museum or cultural activities
- Manage contests (follow up with participants, winners and the RACJ)
- Execute promotional tactics and marketing activation in order to increase the traffic, monitor results

### Public and Media relations

- In charge of the assembly and distribution of press kits, and follow up with journalists
- Perform the press review
- Ensure a weekly monitoring
- Assist in the organisation of press conferences when needed



### General

- Coordinate translations and revisions of texts
- Write and review texts and documents for different target audiences
- Manage the Museum information mailbox
- Prepare different internal communication tools including the monthly newsletter
- Assist in updating different lists (media, influencers, promotional partners) and support the Officer by performing other related duties

### **Employment conditions:**

- Temporary full time contract (7 months), occasional work on evenings and weekends
- Three (3) months' probation period
- Compensation commensurate with experience
- While the position is based at the McCord Museum, occasional visits to the Stewart Museum will be required

### **Qualifications and profile required:**

- University degree in marketing, communications, Public Relation or a related field (journalism)
- Minimum of 1 years of relevant experience
- Good knowledge of communication techniques, tools and strategies
- Excellent writing skills
- Experience with social media;
- Fluency in English and French (written and spoken)
- Excellent knowledge of the Microsoft Office suite (Word, Excel, Outlook);
- Experience with a CRM and email system is an asset
- Knowledge of the Adobe Suite (InDesign, Photoshop) is an asset
- Demonstrate rigor and attention to details, resourceful, autonomous and polyvalent;
- Organised and able to manage multiple tasks quickly and effectively;
- Creative and proven ability to work in a team
- Interest in culture, history and heritage

Applications for the position will be accepted until **February 28, 2019** (Ref.: #201908E). Please provide: **1) Letter of intent**  
**2) Curriculum vitae** **3) Salary expectations**

Forward to the Human Resources Department by e-mail: [rh.mccord@mccord-stewart.ca](mailto:rh.mccord@mccord-stewart.ca)

For details on the McCord and Stewart museums, please consult our websites:

[www.musee-mccord.qc.ca](http://www.musee-mccord.qc.ca) and [www.stewart-museum.org](http://www.stewart-museum.org)

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