



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.

The Stewart Museum holds a unique collection of nearly 27,000 artefacts, archival documents and rare books that show the European presence in New France and North America up to the present. The Museum's main mission: to conserve and exhibit these objects, which relate to the voyages, scientific advances, feats of arms, beliefs and daily life of our ancestors.

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 a
Coordinator, Education, Community Engagement and Cultural Programs
Ref. 201915E

The Education, Community Engagement and Cultural Programs Department is responsible for offering a broad range of programs to schools, the local community and tourists. The programs and activities are presented by a team of 20 volunteers and 10 contractual Interpreter-Guides.

Under the supervision of the Head, Education, Community Engagement and Cultural Programs, the incumbent is responsible of the planning and management of all activities related to the logistics of the service.

Roles and Responsibilities

- Develop monthly schedules based on reservations and availability of each cultural mediator, while respecting the collective agreement
- Manage the assignment of Docents
- Organize the logistics of the activities and follow-up on changes, including room bookings and required equipment
- Review and approve Cultural Mediator's timesheets on a weekly basis
- Plan and provide training for docents and cultural mediators of both the McCord and Stewart Museums
- Participate with the hiring, integration, training and evaluation of Cultural Mediators
- In charge of preparing the required equipment and ensure the maintenance and storage of the teaching material
- Print the schedule of the day and prepare the kit designed for teachers
- Ensure the follow up feedback for program evaluation and that quality standards are met
- When needed, deliver educational programs and visits

General

- Act as an information agent to the various stakeholders (internal and external) in connection with the service
- Compile statistics about groups and working hours of Docents and Cultural Mediators; produce different reports
- In charge of reservations and follow up for the Day camp
- Conduct research and contribute to the development of Educational, Community Engagement and Cultural Programs;
- Provide support to the project Managers in their work
- Ensure programming monitoring with the Museum's internal teams
- Perform other related tasks.

Employment Conditions

- Full-time and permanent position, 35 hrs per week work schedule; work schedule from Monday to Saturday with occasional work on evenings
- Compensation commensurate with experience and competitive benefits
- 3 month's probation period

Qualifications and Profile Required

- University degree in education, history art or cultural animation
- Minimum of 2 years of relevant experience in similar role with team and docents management
- Experience as a Museum educator
- Strong leadership, capacity to develop positive interpersonal relationships
- Creative, dynamic, accountable, good planning and organizing skills and autonomy
- Detail oriented, rigorous and proactive
- Strong public speaking skills and communicator
- knowledgeable of Eudonet (or other CRM system) and Office Suite, including Word and Excel
- knowledge of Canadian history and existing social issues
- Knowledge about the Training Program for Quebec Schools (an asset)

Applications for the position will be accepted **March 17, 2019** (Ref.: #201915E). Qualified candidates are encouraged to apply by email. Please provide: **1) Letter of intent 2) Curriculum vitae 3) your salary expectation**
Forward to: Human Resources Department by e-mail: rh.mccord@mccord-stewart.ca

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

www.mccord-museum.qc.ca and www.stewart-museum.org

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