



The McCord Museum celebrates the past and present life in Montreal— our history, our people, our communities. It mirrors a city open to the world around it and presents achievements and themes that propel Montreal onto the global stage. As an intelligent museum that stirs reflection, a meeting place for different cultures and communities, the McCord Museum offers a current take on today's issues. Contemporary and interactive, the Museum stimulates reflection on our past and present.

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

Internship Opportunity  
**Communications Assistant**

**Main tasks and responsibilities**

- Participate to the promotion of exhibitions and cultural activities : brainstorming sessions and meetings to create communication plans and to plan the media campaigns
- Contribute to the production of web and print advertising material
- Contribute to the development of social media strategies and content – mostly Facebook and Twitter (editorial and visual content) and 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
- Compile and populate databases
- Perform other related duties

**Internship conditions**

- Full-time **unpaid** internship
- 35 hours per week, occasional evening and weekend work
- Available year round starting July 2019, minimum of three months
- Fast pace of work, supervised by a professional team in a pleasant atmosphere

**Required skills**

- University degree (Bachelor's degree in marketing, commerce, communications or other relevant field of study)
- Bilingual (spoken and written French and English) and excellent French writing skills
- Good social and communication skills
- Autonomous, responsible, rigorous and efficient
- Ability to work in a team
- Ability to adapt quickly and excellent client-service skills
- Proficiency in Microsoft Office, knowledgeable in social media strategies and operations (Facebook, Twitter, Pinterest, Instagram, YouTube, Tumblr, LinkedIn)
- Ability to manage work in a digital context
- Interested in culture and heritage.

**To apply, please send a cover letter and resume to the attention of the Sabrina Lorier at [sabrina.lorier@mccord-stewart.ca](mailto:sabrina.lorier@mccord-stewart.ca)**

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.