



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.

All of the Museum's activities revolve around six core values: rigour, integrity, inclusion, audacity, creativity and commitment.

The McCord Museum is seeking an
Admission and Boutique Attendant
Reference No.: 201931

Reporting to the Admission and Boutique Manager, your principle duties will include:

Boutique

- Provide excellent and bilingual customer service
- Process sales of boutique merchandise
- Advise customers and close sales
- Process online sales and telephone orders
- Operate computerized point of sales system (POS) and inventory management system
- Maintain merchandise displays and product facing
- Carry out inventory functions: receiving, labelling and display of products
- Maintain an observant eye over the store to minimize theft
- Maintain general appearance of the shop (may involve some light cleaning duties)

Reception and ticket sale functions

- Sell, distribute and/or collect tickets, passes, and memberships all while providing excellent customer service
- Operate computerized point of sales system (POS)
- Provide patrons with information about the Museum and other local tourist attractions in person and over the phone
- Prepare and distribute audio-guides, iPods, iPads, etc.; handle the returns
- Prepare bank deposits and balance cash daily
- Account for visitation rates, free passes, membership subscriptions, museum cards and other rebates
- Look after the general appearance of the entrance area
- Occasionally host events (welcoming guests, coat check)
- Act as a resource person for the operation of the multimedia Theatre

Employment conditions

- Part-time unionized position, 11.5 to 30 hours per week - Flexibility required during evenings and weekends
- Wage offered: \$14.64 per hour (hiring salary) – 11.5 hours per week guaranteed

Qualifications and profile required

- CEGEP diploma in relevant field (art, history, tourism)
- Fluency in English and French; knowledge of a third language would be an asset
- One year of retail experience, operating computerized cash register and handling sales
- Friendly and helpful disposition, excellent customer service
- Well-groomed appearance and sense of responsibility
- Skills in merchandising and gift-wrapping
- Interest for the cultural and tourist environment, as well as Aboriginal and Canadian arts and crafts

If you wish to apply, please send your **cover letter (Ref. No.: 2019031) and resume by September 16, 2019** to the Human Resources department at the following email address: rh.mccord@mccord-stewart.ca

For details on the McCord Museum, please consult the McCord website: www.musee-mccord.qc.ca
Although we thank all applicants for their interest, only selected candidates will be called for an interview.