



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 one of the largest historical collections in North America comprising over 200,000 objects and works of art, 2.15 million photographs, 3,500 rare books and 340 linear metres of textual archives, that make up in its **Dress, Fashion and Textiles, Photography, Indigenous Cultures, Documentary Art, Material Culture, and Archives** collections. McCord Museum: Our People, Our Stories.

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

The McCord Museum is seeking a  
**Marketing Assistant**  
Ref. 202130E

Under the supervision of the Head, Marketing and Visitor Experience, the incumbent assists the team in carrying out its projects, particularly for the member program, room rentals, clientele development and the visitor experience.

### Summary of functions

#### Members program:

- Respond to calls and emails and process subscription requests (data entry in the CRM, payment tracking, sending of Member cards, letters and emails)
- Conduct telephone or in-person solicitation to encourage subscriptions
- Mailing or sending email membership renewal notices;
- Support the creation and management of Member newsletters as well as the implementation of promotional tactics;
- Customer service: taking calls and managing the inbox;
- Updating the database;

#### Room rentals

- In support of the Coordinator, Membership and Room Rental ensure logistical follow-ups related to room rentals (registration of reservations in the CRM, follow-up and sending of roadmaps, agent reservations, SOCAN, and monthly event statistics, etc.);

#### Clientele development

- Updating of contact lists (schools, tourism, etc.) and database integration;
- Support the creation of promotional e-mailings;
- Support the distribution of promotional tools (flyers, brochures, etc.);
- Support group reservations, in particular the logistics of the sequence of events, the reservation of rooms and required equipment;

#### Visitor experience

- Integration of surveys into Survey Monkey software and extraction of results (data, tables, graphs, etc.);
- Support the creation of analysis's and presentation documents: formatting of Word and PowerPoint documents;

#### General

- Filing documents and support for all other office tasks;
- Assists the Head, or Director, Marketing, Communications and Visitor Experience with various tasks as needed.

### Employment conditions

- Full-time position ; Starting date : As soon as possible; Probation period: 3 months;
- Competitive compensation and attractive benefits and vacations;
- Social activities and continuing education; collegiate and inclusive work environment.

### Qualifications and profile

- Bachelor's degree in Administration, Marketing or Managing Cultural Organizations or relevant field;
- Two years similar professional experience, in a cultural environment (an asset);
- Communication skills in French and English; good writing skill;
- Demonstrated ability to work in an MS Windows environment and with Office Suite,
- Knowledge of databases (Eudonet or Sugar, an asset)
- Knowledge of Survey Monkey and Mailchimp;
- Good sense of Clientele Service;
- Good sense of planning; initiative and ability to manage multiple projects at once;
- Ability to meet deadlines and to work in a team;
- Rigor and attention to detail;
- Keen interest in heritage and cultural activities.

### Why join the McCord Museum's Team?

- Engaging culture; regularly renewed projects with interesting challenges;
- Professional and passionate team;
- Flexible schedules, teleworking and collaborative workspace;

*The McCord Museum is committed to providing a skilled workforce that reflects the diversity of Montreal's population. We hire based on individual role requirements and select our employees based on their qualifications, skills and experience. We do not discriminate based on personal differences.*

Applications for the position will be accepted until **December 07, 2021 (Ref.: #202130E)**. 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 more information on the McCord Museum, please visit: [www.musee-mccord.gc.ca](http://www.musee-mccord.gc.ca)

We thank all those who will be submitting their applications in advance. However, only those selected for the interviews will be contacted.