

MUSÉE McCORD STEWART

The merger of the McCord and Stewart museums has brought together two remarkable collections of objects and documents that bear witness to our past. These complementary collections provide a unique record of the history of Montreal and Quebec and together make up one of the largest historical collections in North America. The mandate and mission of the McCord Stewart Museum are to create the ideal setting to bring our history to life, each and every day: a place accessible to all, where we can share our stories with those of others and where special objects from our past come alive.

We are seeking a
PROJECT MANAGER, EXHIBITIONS
Reference No.: 201511E

The Museum's Exhibitions program has a strong tradition of offering quality exhibitions on a wide array of subjects that provide visitors with a unique historical experience. The Museum also relies upon a solid network of collaborators, including exhibition professionals, suppliers, and research, creation, design and production experts. The incumbent will produce exhibition projects adhering to various objectives, time frames, and budgets, in collaboration with the Museum's professional exhibition team.

Reporting to the Head of Exhibitions, the incumbent will have the following responsibilities:

- Plan and manage all phases of exhibition production
- Establish and manage production schedules and budgets
- Elaborate and participate in exhibition conception and scenario
- Work closely with curators and other collaborators
- Work closely with designers to ensure that the McCord's quality standards are met
- Help the exhibition team identify all production phases and ensure that all departments involved can deliver within the production schedule (including object restoration, loan requests, audio-visual production, labels, translation, exhibition mounting, etc.)
- Obtain all permissions and copyrights necessary for the achievement of exhibition projects
- Work in synergy with other departments and staff involved

Employment Conditions

- Full-time position with competitive compensation and generous benefits package
- Employment to start in early October 2015, six-month probation period

Qualifications

- University degree in museum studies, visual arts, art history, history or other relevant field
- 5 years of professional experience pertaining to exhibition project management
- Fluency in English and French (written and spoken)
- Reliability, autonomy, initiative and leadership
- Exceptional organizational and planning skills
- Meticulousness and ability to work efficiently under pressure
- Creativity
- Interest in culture and heritage

Applications for the position will be accepted until **September 9, 2015 (ref.: #201511E)**. Please provide: **1) Letter of intent 2) Curriculum vitae 3) Salary expectations**

Forward to Lucie Beaupré, Senior Officer, Human Resources

By e-mail (preferably): rh@mccord-stewart.ca or by mail: 2175 Victoria Street, Montreal, QC H3A 2A3

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