



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
HEAD, CLIENT DEVELOPMENT AND PARTNERSHIPS
(Maternity leave replacement)
Ref.: 201710E

Reporting to the Director, Marketing, Communications and Visitor Experience, and with the support of a team, the Head, Client Development and Partnerships is in charge of client development in terms of attendance and revenues (scholastic, touristic, corporate and young professionals, Members, etc.). The incumbent plans and organizes related events, including *After Hours at the McCord*, and also participates in the search for sponsorships.

Roles and Responsibilities

Client and Membership Development

- Plan, ensure and supervise client development in the realms of business, education, tourism, cultural communities, culture and heritage, as well as develop the Museum's membership
- Oversee the planning of direct marketing strategies and other communication strategies for target groups; supervise their implementation
- Plan and organize events aimed at target groups, including *After Hours at the McCord*
- Help determine departmental monthly and annual revenue objectives and ensure their achievement
- Assure that the Museum's database is improved, analyzed and effectively utilized according to best practices
- Monitor future trends in client development
- Guarantee full client satisfaction and assure that best practices in CRM are applied
- Represent the Museum

Partnerships and Sponsorships

- Develop new partnerships for the Museum and contribute to the achievement of monthly and annual objectives (in cash and in kind)
- Negotiate sponsorship benefits packages and make sure they are properly delivered. Validate and ensure partner satisfaction
- Maintain excellent business relations with partners

General

- Assure that rental equipment and rental spaces are kept in good repair; recommend improvements, when needed, and assure their implementation
- Ensure the validity of permits for the events under his responsibility
- Manage departmental budget (revenues and expenses) and oversee the compilation of statistics on attendance and space rental revenues
- Build a powerful professional network
- Build and maintain a team of freelancers (technicians, etc.) and suppliers; build and maintain close relationships; negotiate agreements and preferential rates
- Recruit, manage, supervise and evaluate assigned personnel (four employees and freelancers)
- Assist the Director and the team by performing other related duties

Employment Conditions

- One-year full-time contract beginning on July 10, 2017; non-standard schedule including occasional work on evenings and weekends
- Competitive compensation commensurate with experience

Qualifications and Profile Required

- Bachelor's degree in Marketing, Tourism or Cultural Management
- Good knowledge of Eudonet (or other CRM system) and Office Suite, including Power Point; knowledge of audiovisual technologies
- Experience in event planning and organization
- Experience in client service and personnel management
- Five-year experience or more in partnership and client development
- Customer-service oriented philosophy
- Exceptional planning and organizational skills focused on the attainment of objectives
- Creativity, dynamism, innovation, initiative and autonomy
- Strong interpersonal and communication skills
- Capacity to work as part of a team and with critical deadlines
- Excellent problem solving and negotiation skills
- Fluency in English and French (written and spoken)

Applications for the position will be accepted until **June 4, 2017 (Ref.: #201710E)**. Qualified candidates are encouraged to apply by email. Please provide: **1) Letter of intent 2) Curriculum vitae 3) Salary expectations**

Forward to: Human Resources Department

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

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.