



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.

We are looking for
Visitor Service Agent
Reference #201711E

The marketing department wishes to hire a Visitor Service Agent to help accomplish various marketing tasks throughout the museum, with a large involvement in interacting and approaching clientele in completing surveys, promoting our new smartphone app and promoting memberships.

Reporting to the admissions team leader, the Agent will have the following tasks:

- Greet the guests at the entrance of the exhibition
- Manage audio-guides
- Take various statistics
- Enter data into our computer system
- Provide assistance and help to the visitors if needed
- Promote our application to visitors
- Assist guests completing the surveys
- Assist during various events organised by the museum

Employment conditions:

- 35 hours a week for 8 weeks
- Must be available on Wednesday evenings, during week-ends and week-days
- Starting June 26 2017 to August 25 2017

Requirements and requested profile:

- Currently enrolled in a university program (history, art, museology, marketing, communication)
- Must be eligible for Young Canada Works
- Bilingualism required (French and English)
- Ability to listen and to communicate effectively
- Prior customer service experience
- Polished appearance and professional and respectful attitude;
- Have an interest in history, arts and culture and tourism in general
- Ease of use with technology
- Organised and resourceful

If qualified and interested in applying, please send **your curriculum vitae** with a mention of reference 201711E **before noon on Friday, June 9 2017** to: rh.mccord@mccord-stewart.ca or by mail: at 2175, Victoria St., Montreal Qc. H3A 2A3