



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
Volunteers – Admission Clerks
Reference #201712E

The Admission department is looking for **volunteers** (about 20) to fill the position of Admission clerk for an exhibition called *Fashion Expo 67 and Illusions: The Art of Magic*.

The volunteers will have to welcome the visitors at the entrance of the exhibition, control their tickets, ask them to enter our contest, manage the audio-guides and answer their questions. They will also have to survey visitors about their satisfaction in order to better understand our guest's needs to provide the best experience possible.

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

- Greet the guests at the entrance of the exhibition and control their tickets
- Provide assistance and help to the visitors if needed
- Ask all visitor to enter our contest
- Assist guests in completing surveys
- Manage and propose audio-guides for *Fashion Expo 67* to visitors

Employment conditions:

- Must be available at least 4 hours per week
- Must be available on Wednesday evenings, during week-ends or one-week day
- This position is until October 1st, 2017

Requirements and requested profile :

- High school diploma required
- Bilingualism required (French and English)
- Ability to listen and to communicate effectively
- Client services orientated
- Maintain a smart appearance
- Be mature and responsible
- Have an interest in history, arts and culture and tourism in general

If qualified and interested in applying, please send **your curriculum vitae** with a mention of reference 201712E **before noon on Monday, June 30, 2017** by e-mail to lisa.gratton@mccord-stewart.ca By mail: at 2175, Victoria St., Montreal Qc. H3A 2A3