



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 #201605A

The Marketing department is looking for **volunteers** (about 20) to fill the position of Admission clerk for an exhibition called ***Notman, A Visionary Photographer.***

The volunteers will have to welcome the visitors at the entrance of the exhibition, control their tickets, ask them to enter our contest and answer their questions. They will also have to sound out the visitors about their satisfaction in order to provide an excellent service and a good experience to our guests.

**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 visitors to enter our contest
- Assist guests completing the surveys

**Employment conditions :**

- Must be available at least 4 hours per week
- Must be available on Wednesday evenings, during week-ends or one-week day
- Starting by November, 2016 until March 26th, 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 201604A **before February 28, 2017** by e-mail to [admissions@mccord-stewart.ca](mailto:admissions@mccord-stewart.ca) By mail: at 2175, Victoria St., Montreal Qc. H3A 2A3