



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 # 201501EB

The Marketing department is looking for **volunteers** (about 12) to fill the position of Admission clerk for a photographic exhibition.

The volunteers will have to welcome the visitors at the entrance of the exhibition, lend them a booklet 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 ticket office team leader, the clerk will have the following tasks:

- Greet the guests at the entrance of the exhibition and control their tickets
- Distribute and explain how to use the booklet
- Tend to the work station
- Provide assistance and help to the visitors if needed
- 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 the end of April, 2015 until August 23th, 2015

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 #201501EB **before noon on Monday, April 17, 2015** to: Katerine Genest Team leader Admission: at <mailto:admissions.mccord@mail.mcgill.ca> By mail: at 2175, Victoria St., Montreal Qc. H3A 2A3