



The McCord Museum is the museum of all Montrealers, a social history museum that celebrates life in Montreal, both past and present—its history, its people, and its communities. Open to the city and the world, the Museum presents exciting exhibitions, educational programming and cultural activities that offer a contemporary perspective on history, engaging visitors from Montreal, Canada and beyond. It is home to over 1.5 million artefacts, that make up one of the largest historical collections in North America, comprising Dress, Fashion and Textiles, Photography, Indigenous Cultures, Paintings, Prints and Drawings, Material Culture, and Textual Archives. **McCord Museum: Our People, Our Stories.**

**All of the Museum's activities revolve around six core values: rigour, integrity, inclusion, audacity, creativity and commitment.**

We are seeking a  
**Junior Archivist**  
Temporary summer position for student\*  
Reference No.: 202009E  
**This offer is conditional upon  
obtaining the subsidy application**

The Textual Archives collection is one of the McCord Museum's six main collections (<https://www.musee-mccord.qc.ca/en/collections/>). It is composed of 800 sets of documents, most of which are archives from individuals, families or organizations, as well as special collections organized around themes or types of documents. Totalling nearly 310 linear metres, the archives cover the history of the entire country, but focus more specifically on that of Montreal and Montrealers in the 19<sup>th</sup> and 20<sup>th</sup> centuries.

The Archives and Documentation Centre (ADC) is a private archives service certified by the Bibliothèque et Archives nationales du Québec (BAnQ). The Centre also offers users access to a reference library of 9000 works and specialized periodicals, in addition to the more than 2400 titles in its rare books collection, classified according to the Library of Congress system.

Under the supervision of the Curator, Textual Archives, the candidate will work as part of a small team of archivists composed of the Curatorial Assistant, Textual Archives and Paintings, Prints and Drawings, the Reference Archivist, and a Junior Archivist. He/she will also interact with members of the Museum's other departments.

#### **Responsibilities:**

- Participate in the treatment of textual archival fonds acquired by the Museum in recent years;
- Learn to use the Museum's electronic catalogue (TMS - The Museum System);
- Update and enter archival descriptions in the Museum's electronic catalogue;
- Support of the Museum's archival acquisition process through inventorying, digitization, and research;
- Work with the archives team in the fulfilment of digital dissemination projects, including description and indexation of archival sets and items, as well as digitization and transcription of documents;
- Participate in the Museum's records management;
- Participate in the preparation of a museum exhibition on Montreal history (Ile Sainte-Hélène) by assisting the Curator in the selection of archival items;
- Support the Reference Archivist at the ADC, and acquire experience in assisting users;
- Respond to internal and external search requests;
- Welcome researchers and help them use the collections database.

#### **Employment conditions**

- Temporary summer position for student, 35 hours per week for 16 weeks;
- Salary of 17,50\$/h; Starting date will be confirmed;
- Candidates must be eligible for Canada Summer Jobs (CSJ) and Young Canada Works (YCW) requirements.

#### **Requirements and profile sought:**

- Student enrolled in a Master of Library and Information Science program (one year completed on a full-time basis with emphasis on archival science) or in a related field with a certificate in archival science;
- Computer skills (Windows, databases, etc.);
- Practical experience in archival science, an asset;
- Knowledge of RAD;
- Studies in history and interest in Montreal history or museum studies are an asset;
- Research and analysis skills, meticulous and conscientious;
- Judgment, autonomy, and adaptability;
- Proficiency in both official languages (French and English).

#### **Why join the McCord Museum's Team?**

- Flexible hours and collaborative workspace;
- Collegial work environment.

Applications for the position will be accepted until **April 6, 2020 (Ref.: #202009E)**. Qualified candidates are encouraged to apply by email. Please provide: **1) Letter of intent 2) Curriculum vitae**  
Forward to the Human Resources Department by e-mail: [rh.mccord@mccord-stewart.ca](mailto:rh.mccord@mccord-stewart.ca)

For details on the McCord Museum, please consult the McCord website: [www.musee-mccord.qc.ca](http://www.musee-mccord.qc.ca)  
Although we thank all applicants for their interest, only selected candidates will be called for an interview.