



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, Decorative Arts, 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.

The McCord Museum is seeking an
Admission and Boutique Attendant
Reference No.: 202016E

Reporting to the Manager, Boutiques and Visitor Services, your principle duties will include:

Reception and ticket sale functions (90%):

- Greet visitors with courtesy and process tickets. Operate a computerized point of sale (POS) and inventory system;
- Provide the public with information about the Museum and on regional tourism (in person and by telephone);
- Distribute audio-guides by explaining its function, handle and clean the returns;
- Prepare bank deposits and balance cash daily;
- Look after the general appearance of the entrance area;
- Occasionally host events (welcoming guests, coat check);
- Act as a resource person for the operation of the multimedia Theatre (use of microphone).

Boutique (10%) :

- Provide an excellent and bilingual customer service and process sales of goods;
- Advise customers and develop sales of products;
- Process online sales and special orders;
- Operate computerized point of sales system (POS) and inventory management system;
- Maintain merchandise displays and product facing;
- Carry out inventory functions: receiving, labelling and display of products;
- Maintain an observant eye over the store to minimize theft;
- Maintain general appearance of the shop (may involve some light cleaning duties).

Employment conditions

- Part-time unionized position, 11.5 to 30 hours per week - Flexibility required during evenings and weekends;
- Wage offered: \$14.64 per hour (hiring salary) – 11.5 hours per week guaranteed.

Qualifications and profile required

- Collegial diploma in relevant field (art, history, tourism);
- Fluency in English and French; knowledge of a third language would be an asset;
- One year of retail experience, operating computerized cash register and handling sales;
- Welcoming, courteous and helpful disposition, excellent customer service;
- Honesty and sense of responsibility;
- Well-groomed appearance and wearing the museum uniform;
- Skills in merchandising and gift-wrapping;
- Interest for the cultural and tourist environment, as well as Indigenous and Canadian arts and crafts.

Why join the McCord Museum's Team?

- Cultivated, respectful and professional environment;
- Safe and collegial work environment;

If you wish to apply, please send your **cover letter (Ref. No.: 202016E)** and **resume September 28th 2020** to the Human Resources department at the following email address: rh.mccord@mccord-stewart.ca

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