



**Musée Holocauste Montréal**  
**Montreal Holocaust Museum**

**Promotion Agent for Education Programs**

The Montreal Holocaust Museum educates people of all ages and backgrounds about the Holocaust, while sensitising the public to the universal perils of antisemitism, racism, hate and indifference. Through its Museum, its commemorative programs and educational initiatives, the Montreal Holocaust Museum promotes respect for diversity and the sanctity of human life.

Under the supervision of the Events and Communications Coordinator and in collaboration with the Education Team, the Promotions Agent will participate in various educational projects, and will be responsible for organizing their promotion. (Contractual employment in the context of an education project.)

**Responsibilities:**

- Develop a contact list of schools and teachers in Canada
- Find and contact education partners across Canada
- Develop a communication plan for the promotion of educational tools
- Set up promotional actions specific to each tool and their different target audiences
- Organize working sessions with the team
- Plan media campaigns
- Monitor the production of web and print communication tools with external service providers or the team
- Participate in strategy development and content creation for social media (editorial and visual content related to communications tools)
- Contribute to updating the website
- Write various communications documents and reports on the progress of projects promoting educational tools
- Help organize a seminar for Canadian teachers
- Perform other related duties in collaboration with the Communications and Education teams

**Skills/Expertise:**

- 2 years of experience in marketing and communication
- Strong interest in history, the history of the Holocaust, human rights and current events
- University degree (Bachelor's degree in Marketing or Communication)
- Superior French and English written and verbal communication skills
- Proficient in Office Suite, knowledge of Adobe Suite an asset
- Knowledge of digital communications strategies
- Team player
- Ability to handle multiple tasks and set priorities with efficiency and rigor
- Resourcefulness, dynamism and adaptability, autonomy and versatility, sense of responsibility and attention to detail

**Conditions:**

- Full-time employment from January to June 2018, and part-time from July 2018 to March 2019
- Remuneration according to experience and salary scale

Please send your résumé and a cover letter by **January 8 before 5 PM** to [info@museeholocauste.ca](mailto:info@museeholocauste.ca) by indicating "Job Offer - Promotion Agent for Education Programs".

The Montreal Holocaust Museum encourages individuals who identify with discriminated groups to apply. Only those applicants granted an interview will be contacted. Thank you for your interest.