



Musée Holocauste Montréal
Montreal Holocaust Museum

**Cataloguing and Digitization Agent
Montreal Holocaust Museum**

The Montreal Holocaust Museum, through its exhibits, commemoration events and educational initiatives informs and sensitizes people of all ages and all backgrounds about the Holocaust, as well as anti-Semitism, racism, hatred and indifference. The Museum promotes our collective responsibility in the respect of diversity.

The Museum seeks to hire a student for a summer contract to catalogue and digitize part of its collection in order to make it available online. The objective for this contract is for the student to catalog historical artefacts and to transfer them to an online collection catalogue.

Job Description and Responsibilities

- Digitizing artefacts and photographs according to conservation standards (scanning, photographing);
- Documenting artefacts and photographs;
- Transferring records to an online catalogue;
- Assisting the Museum Coordinator with various related tasks.

The applicant must be bilingual and a returning student and studying Museology, Archival Studies or another related field. Student must have great computer skills. Experience with File Maker database and Photoshop is an asset.

This is an six week contract from the beginning of July to mid-August at 35 hours/week .The salary is 14.00\$ per hour. Under the requirements of the "Canada Summer Jobs 2018" program, to be considered, candidates **must** be Canadian citizen, aged 16 to 30 years and full-time students intending to return to their studies in the next school year.

Please send your CV with a cover letter before May 15, 2018, to info@museeholocauste.ca
Please use **"Canada Summer Jobs – Cataloguing and Digitization Agent"** as the subject of your email.

*Only those applicants granted an interview will be contacted.
We thank you for your interest in the Montreal Holocaust Memorial Centre.*

