



## Musée Holocauste Montréal Montreal Holocaust Museum

### Programs and Communications Agent

The Montreal Holocaust Museum educates people of all ages and backgrounds about the Holocaust, while sensitizing the public to the universal perils of antisemitism, racism, hate and indifference. It promotes respect for diversity and the sanctity of human life.

The Museum is looking to hire an intern for the position of Communications and Events Agent. This person will organize the promotion of our temporary exhibit "Tell me a Story: Youth Literature and the Holocaust" from December 5, 2019 to March 1, 2020 at the Montreal Holocaust Museum.

#### Description of tasks:

- Employ strategic promotion methods to maximize visibility and build interest among diverse publics for the exhibition
- Organize the planning, production and implementation of promotional tools (printed and digital) for the exhibition
- Organize the vernissage and de-vernissage of the exhibit (program, guests, catering, etc.)
- Develop partnerships for related programming: negotiate and manage terms and ensure that agreements are respected
- Participate in the organization of events
- Produce a communications plan to ensure future bookings and travel of the exhibit within the next year

#### Required Qualifications:

- The candidate must be bilingual (excellent written skills in English (advanced) and French);
- The candidate must be a recent graduate of a program in communications, marketing, museum studies or another relevant program
- Excellent eye for detail and organizational skills
- Resourceful, independent, good management of priorities and the ability to work well within a team
- Interested in history, the Holocaust, human rights and current events

**This posting is for an 18-week contract. The hourly wage is \$20.60.** In keeping with the standards of « Young Canada Works, » the candidate **must** meet the criteria of the Young Canada Works at Building Careers in Heritage:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- are legally entitled to work in Canada;
- will be between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) while employed with the program;
- are an unemployed or underemployed college or university graduate, that is, not employed full-time;
- are a recent graduate who has graduated from college or university within the last 24 months at the start of employment;



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- are not receiving Employment Insurance (EI) benefits while employed with the program; and
- have not previously participated in or been paid under this or any other Career Focus internship program funded under the Government of Canada's Youth Employment Strategy.

Please send your CV and cover letter to [info@museeholocauste.ca](mailto:info@museeholocauste.ca) before November 17, 2019 with the subject line « **Young Canada Works – Programs and Communications Agent.** »

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