



Musée Holocauste Montréal
Montreal Holocaust Museum

Marketing and Public Relations Coordinator Temporary (1-Year) Full-Time Position

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 Museum's Executive Director, the Marketing and Public Relations Coordinator works to increase the MHM's visibility, outreach, and public positioning. They also work closely with two other colleagues in the communications department: the Programming & Human Rights Coordinator and the Digital Marketing Agent to help realize these objectives.

Job Description:

- Works alongside the communications team (Programming & Human Rights Coordinator and the Digital Marketing Agent)
- Works closely with other departments to develop communications plans and strategies
- Manages the Museum's traditional marketing efforts
- Ensures compliance with Museum branding
- Ensures the fulfilment of the Museum's action plan for their relevant responsibilities
- Writes the annual report, monthly newsletters, statements, press releases, other texts
- Fulfils various translation needs among the team
- Evaluates the performance of communications strategies and tools
- Manages contracts with external graphic designer when needed
- Manages all public relations, notably:
 - Drafting press releases
 - Managing media relations
 - Delegating interviews to Museum spokespeople and preparing talking points
 - Potential management of contracts with external PR agencies
- Manages the Communications Committee and the Public Position Committee
- Represents the Museum as needed
- Performs all other related tasks

Profile and skills required:

- 3-5 years experience in communications, marketing, and PR
- Strong interest in history, Jewish culture, the Holocaust, human rights, and current events
- University degree (bachelor's in marketing, PR, communications, history, or museology)



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- Bilingualism, both spoken and written, with strong writing skills in French and excellent writing skills in English
- Ability to work autonomously but also as part of a team
- Ability to manage multiple tasks and prioritize effectively and rigorously
- Experience within cultural institutions, Jewish organisations, or not-for-profits an asset

Conditions:

- One-year full-time contract: Starting early September 2023
- 9:00 – 5:00 hours including occasional evening and weekend work. Friday hours vary based on Shabbat closures.
- Possibility of 2 days of remote work per week
- Remuneration according to current salary scale
- Jewish holidays and statutory holidays
- 12 days of sick leave per year
- 20 days of annual vacation

To Apply:

Please send your resume and cover letter to info@museeholocauste.ca with the subject line “Marketing and Public Relations Coordinator” no later than August 18, 2023.

NB: The Montreal Holocaust Museum encourages people who self-identify as members of minority groups to apply for this position. Only those applicants selected for an interview will be contacted. We thank you for your interest.