



Musée Holocauste Montréal
Montreal Holocaust Museum

Curatorial Assistant

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 a summer student for the position of Curatorial assistant. The person will work on the digitization, documenting, cataloguing and proper storing of the new objects and documents of the Montreal Holocaust Museum collection. The work will be done both at the Museum and in the storeroom with the supervision of the conservation team.

Job Description

- Digitizing artefacts according to conservation standards (scanning, photographing);
- Documenting and cataloguing artefacts on the FileMaker Pro database;
- Storing objects and documents in the storage facility;
- For identified objects and documents, checking the validity of the information in the database, and verifying the position and integrity of the objects and documents in the storage;
- Assisting the Registrar and the Museum Technician in various tasks related to the management and protection of the collection.

Required Qualifications

- The candidate must be bilingual (excellent written skills in English (advanced) and French);
- The candidate must be a returning student in Museum studies, Archival Studies or another related field;
- The candidate must have great computer skills. Experience with File Maker database and Photoshop is an asset;
- The candidate must have a highly developed sense of organization and professional ethics;
- The candidate must be resourceful, having a good management of priorities and the ability to work well within a team.

This posting is for a 16 weeks contract. The hourly wage is \$17.00. In keeping with the standards of « Young Canada Works» the candidate must be a Canadian citizen, authorized to work in Canada, between the ages of 15 to 30 with plans to return to full-time studies in the upcoming school year.

The Montreal Holocaust Museum encourages people who identify with discriminated groups to apply. Please send your CV and cover letter before to info@museeholocauste.ca before April 19, 2024 with the subject line « Young Canada Works – Curatorial assistant. »

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