



Musée Holocauste Montréal
Montreal Holocaust Museum

Education and Public Service Assistant
May 20 to August 9, 2024

The Montreal Holocaust Museum is a unique institution due to its mandate and scope in Canada. Through its permanent exhibition and a multitude of educational, cultural, and commemorative initiatives, it informs and raises awareness among people of all ages and backgrounds about the Holocaust and contemporary human rights issues.

"The assistant in public service and education will play a key role in ensuring two aspects of the Museum's activities. Firstly, they will integrate into the Education team by contributing to the development of a training seminar for Canadian educators that will take place in early July. Secondly, they will be responsible for welcoming visitors at the Museum entrance. Starting from July 8th, the person will divide their tasks between evaluating the seminar and their responsibilities related to visitor reception and the visitor experience at the Museum. Additionally, they will assist their colleagues in preparing educational activities for the 2024-2025 school year.

The position will offer an opportunity for a student to acquire diverse skills both on the frontline of a museum interacting with various audiences, and behind the scenes at the administrative level.

Responsibilities for the seminar from May 20 to July 5th:

- Participate in organizing materials for the seminar (e.g., follow-up on orders, printing documents, setting up rooms, etc.)
- Coordinate the needs and schedules of participants with partners and the internal team (e.g., transportation, accommodation, catering, technical support) and contribute to the smooth running of the event.
- Conduct a satisfaction survey of seminar participants and analyze the results.
- Make recommendations for the next edition.

Responsibilities for education and public service from July 8th to August 10:

- Welcome Museum visitors in French and English.
- Respond to phone and email inquiries in French and English.
- Open and close the Museum according to the schedule.
- Handle entrance fees or sales proceeds in the ticketing software.
- Verify, correct, and ensure the quality of the mailing list in MailChimp.
- Identify and classify video documentation.
- Update the department's library of educational resources.
- Perform other support tasks for the education department as needed."



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Required qualifications:

- The candidate must be bilingual (French and English).
- The candidate must have done studies in history, education, museology, or a related field.
- The candidate must have excellent customer service skills.
- The candidate must have a strong sense of organization and professional ethics.
- The candidate must be rigorous, flexible, and reliable.

This is a 12-week contract starting on and the hourly wage is \$17.00. Under the **requirements of the "Canada Summer Jobs"** program, the candidate must be a Canadian citizen or authorized to work in Canada, aged between 15 and 30 years old. The expected start date: May 20, 2024, the expected end date: August 9, 2024, with a possibility of extension.

The Montreal Holocaust Museum encourages individuals from discriminated groups to apply. Please send your resume and cover letter before **May 13, 2024**, to info@museeholocauste.ca, indicating "Canada Summer Jobs - Public Service Assistant" in the subject line.

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