



**Musée Holocauste Montréal**  
**Montreal Holocaust Museum**

**Visitor services and education Assistant**

From July 15 to September 5, 2025

The Montreal Holocaust Museum is a unique institution due to its mandate and scope in Canada. Through its permanent exhibition and a wide range 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 Visitor services and education assistant will play a key role in the Education and Visitor Services team. They will be responsible for greeting visitors at the entrance of the Museum. They will also assist their colleagues in preparing materials for the educational activities of the 2025-2026 school year.

This position will offer an opportunity for a student to gain diverse skills on the frontlines of a museum in contact with multiple audiences, as well as behind the scenes in an administrative capacity.

**Responsibilities**

- Welcome visitors to the Museum in both French and English
- Answer phone calls and email inquiries in both French and English
- Open and close the Museum according to the schedule
- Process entrance fees or sales using the ticketing software
- Complete the inventory of educational materials
- Prepare materials for the educational activities of the 2025-2026 school year
- Other support tasks for the education and visitor services department as needed

**Required Qualifications**

- The candidate must be bilingual (French and English)
- The candidate must be returning to studies in history, education, museology, or a related field
- The candidate must have excellent customer service skills
- The candidate must have strong organizational skills and professional ethics
- The candidate must be diligent, flexible, and reliable



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This is an 8-week contract starting on July 15, 2025. The hourly wage is \$17.00. According to the "Canada Summer Jobs" program requirements, the candidate must be a Canadian citizen or authorized to work in Canada, between 15 and 30 years old. The expected start date is July 15, 2025, and the expected end date is September 5, 2025.

The Montreal Holocaust Museum encourages individuals identifying with marginalized groups to apply. Please send your resume and cover letter by May 16, 2025, to [info@museeholocauste.ca](mailto:info@museeholocauste.ca), indicating "Canada Summer Jobs – Visitor Services 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.