MUSEUM AND COLLECTIONS COORDINATOR
Montreal Holocaust Museum

The Montreal Holocaust Museum, through its museum, commemorative programs and educational initiatives, informs and sensitizes people of all ages and backgrounds about the Holocaust, as well as antisemitism, racism, hatred and indifference. The MHM seeks to hire a full-time professional who will be responsible for the overall management of the Museum and its collections. The person hired will report to the Executive Director.

Qualifications:

- Relevant graduate degree in Museum Studies or related field
- Bilingual with excellent oral and written communications skills in both languages
- Knowledge of Holocaust history and related issues
- Minimum of 3 years' experience in a museum and in curatorial work
- Excellent computer skills. Database management skills (FileMaker Pro)
- Ability to multi-task, work in a team and under pressure
- Management and project management experience and skills
- Creative, dynamic, independent and resourceful
- Demonstrated excellent interpersonal skills
- Expertise in conservation and artefact preparation for shipping an asset

Responsibilities

General

- Supervision of Museum operations
- Development of policy and strategies for the Museum and collection
- Contribution to the training, support and evaluation of volunteer guides
- Development and management of projects
- Seeks/management of partnerships with other institutions
- Supervision of students, interns and contractual staff
- Provision of leadership to the Museum Committee
- Preparation and presentation of reports, evaluations
- Work with team members on educational initiatives

Exhibits

- Management of permanent exhibition and interpretation tool projects
- Evaluation of requests for display of traveling exhibits. Management of logistics of accepted exhibits.
- Review and development of permanent exhibit. Planning for renewal.

Collection Management

- Seeking and accession of artefacts for the collection. Donor relations.
- Interpretation through physical or digital exhibitions, publications, etc.
- Collection related research. Response to academic inquiries
- Cataloguing collection and supervision of cataloguing
- Management of loans to other museums or institutions
- Appropriate conservation of the displayed and stored collections.

Please send your CV, together with a cover letter before April 5, 2017 to:

Montreal Holocaust Museum
5151 Côte-Ste-Catherine Road
Montréal (Québec) H3W 1M6
info@museeholocauste.ca

Please note, only those applicants granted an interview will be contacted. We thank you for your interest.