



HIRING FOR: Special Projects Coordinator (Community Engagement & Public Programming)

Program stream: Young Canada Works at Building Careers in Heritage Organization

Location: Montreal, QC

Start Date: May 12, 2025

End Date: March 27, 2026

Commitment: 35 hours/week

Hourly wage: \$23.00

Application Deadline: April 15, 2025, 9:00am (*See end of poster for application details*)

The Museum of Jewish Montreal – an innovative place to connect with Montreal's diverse Jewish life and heritage through new arts and cultural experiences – is seeking a qualified post-secondary graduate to take a leading role in an exciting new history and heritage project!

Our Museum is embarking on the research and development phase of a new public history site: H. Fisher & Fils, a recently shuttered 100-year old garment industry supply store and the last of its kind in Montreal's historic Jewish neighbourhood. The Museum will be opening the doors of the Fisher building to the public this summer, with plans to host community engagement events and educational heritage activities for the public as the first step in creating a satellite Museum focused on Montreal's garment history, and its strong ties to Jewish immigration into Canada. The Special Projects Coordinator will act as an ambassador for this experiential heritage initiative, and play a key role in its development while gaining experience in a variety of the Museum's departments, including Heritage Education, Exhibitions and Curation, Operations, and Community Engagement.

The ideal candidate will be excited about the prospect of immersing themselves fully in innovative public history and heritage conservation practices, and be passionate about working with a wide variety of stakeholders to inform the direction of the Fisher Building's programming.

During the contract, the Special Projects Coordinator will:

- Participate in the Museum's fellowship learning sessions, gaining foundational knowledge on Montreal's Jewish History, garment industry, and the H. Fisher building.
- Learn and deliver orientation tour activity on the Fisher building and its history.
- Assist in developing and training Summer Fellows pedagogical tools to be used at the Fisher building, such as additional guided tours, educational activities, and programs informed by fellowship research and community engagement.
- Oversee how guests are welcomed into the space and provide visitors with key context on the H. Fisher building, the Museum, neighbourhood, and city.
- Liaising between Museum guests, tour guides, and other operational staff before and during the Museum's historical neighbourhood walking tours. Troubleshooting walking tour issues (late guests, refunds/rescheduling) and helping guests book tour tickets on our online booking platform (Fareharbor).

- Create programmes and events, and convene stakeholders at the Fisher space for community engagement opportunities; maintain relationships and outreach with stakeholders and the community around the Fisher building
- Lead a grassroots research and development initiative to compile a database of individuals interested in providing testimonies and anecdotes about their experiences with the H. Fisher store and Montreal's garment industry to inform future programmatic and conservation-related plans at the site
- Conduct research on conservation and preservation best practices and identify local specialists for consultations in order to add to the Museum's current knowledge.
- Assist in building a report, recommendations, and work plan for the future of the Fisher building, alongside the Museum's Research, Programming and Curatorial teams
- Be the senior staff on-site on weekends to assist and problem-solve with the Museum's Museum Public Education and Research Assistants and Front Desk Staff.

CANDIDATE PROFILE

The Special Projects Coordinator role is intended to foster the skills development of an emerging professional interested in embarking on a career in museums, heritage sites, libraries or archives, or other cultural heritage organizations. Candidates should have academic or professional experience with heritage project management, AND/OR a relevant educational background in Museum and Curatorial Studies, Public History, Anthropology, Canadian Studies, Library Sciences, Québec Studies, Jewish Studies, or other heritage-related fields.

Because of the Museum's location in Montreal, the ideal candidate for the position will be fluent in French and English and open to working in a collaborative, bilingual office environment. Ability to use Zoom, Google Suite, Microsoft Suite (in particular Word and Excel), and proficiency in learning new digital tools will be required; prior knowledge of WordPress, Canva, Adobe Creative Suite, audio/video editing software, and CRMs is an asset. This position will require availability to work weekends. Please note, this position requires medium-level physical activity such as carrying supplies up stairs and moving materials weighing up to 25 lbs.

In addition, though not requirements for the position, an ideal candidate would:

- Have demonstrable experience working with and managing people from prior customer or community service experience
- Have experience in coordinating and planning public-facing programming or events
- Have strong problem-solving, public speaking, and research skills
- Enjoy working with a diverse public in a friendly and educational environment
- Be equally comfortable working autonomously as in a team

ELIGIBILITY

This position is funded by the Canadian Heritage Young Canada Works at Building Careers in Heritage (YCW-BCH) program and candidate eligibility is stipulated by grant guidelines. Candidates must register online through the YCW website. Further details and registration materials are available at <https://www.youngcanadaworks.ca>.

In accordance with the Young Canada Works Eligibility Criteria, you are only eligible for the internship if you:

- Are a Canadian citizen or a permanent resident, or have refugee status in Canada;
- Are legally entitled to work in Canada;
- Are between 16 and 30 years of age at the start of employment;
- Meet the eligibility criteria of the program for which you are applying;
- Are registered in the YCW on-line candidate inventory;
- Are willing to commit to the full duration of the work assignment;
- Do not have another full-time job (over 30 hours a week) while employed with YCW.

The Museum of Jewish Montreal is committed to ensuring that we are an inclusive space and encourage applications from everyone, including but not limited to women, Indigenous peoples, visible minorities, people with disabilities, and persons of all sexual and gender identities.

APPLICATION INSTRUCTIONS

Interested individuals who meet the above criteria may apply directly to the Museum of Jewish Montreal. Applications must include:

1. A CV
2. A cover letter outlining your interest in the position, and relevant experience for the role
3. Proof of graduation (e.g. transcript, diploma)

All materials are due by 9:00AM on Tuesday, April 15th, 2025 and should be emailed to emplois-jobs@imjm.ca with the subject of "YCW BCH 2025: Special Project Coordinator."

Interview offers will be extended throughout the job call on a rolling basis for candidates well-suited to the position, so it is advised to apply early!

We appreciate all applications and thank you for taking the time to apply, but only successful candidates will be contacted.

Any questions about the role or applications can be directed to info@imjm.ca.