

Organization: Museum of Jewish Montreal

Job Title: Cultural Programming & Events Coordinator

Location: Montreal, QC

Start Date: September 29, 2022

End Date: March 31, 2023, with possibility to extend into a permanent position after completion of contract

Compensation: \$17.00/hr

Commitment: Full-time (35 hours/week)

Application Deadline: Friday Sept 23, 9h00 EST

The Museum of Jewish Montreal – an innovative place to connect with Montreal’s diverse Jewish life and heritage through new cultural experiences – is seeking a Cultural Programming & Events Coordinator to help expand our Museum’s cultural output as the Museum works to welcome its community to its new physical space in 2022. The Cultural Programming & Events Coordinator will provide support on Museum cultural programming, and event bookings and rentals from external stakeholders. Alongside arts programming, community engagement, and operations staff, the Coordinator will facilitate the Museum’s 2022-2023 in-person and digital cultural programming. Reporting to the Artistic Director, the Cultural Programming & Events Coordinator will engage in:

– Cultural event support, including but not limited to:

- Scheduling within budgetary frameworks
- Audience & partnership outreach
- Event staffing
- Technical support
- Liaising with speakers/artists/cultural workers
- Event logistics coordination
- Programme grant writing and reporting
- Evaluation.

Events may include, but are not limited to, exhibitions, food workshops, artist talks, book readings, heritage-focused lectures/panels, performances, vernissages, film screenings, and family programming (please note: this may included some evenings and weekends).

– Support the development and effective running of Museum’s event-related operations in the Museum’s new physical home, in conjunction with the programming team and operations team. This may include: overseeing event booking inquiries at the Museum,

managing event logistics, updating the rental policy for external stakeholders, scheduling and overseeing event support staff and/or volunteers, equipment bookings, and other organizational tasks as needed.

- Manage and support front desk staff, gallery attendants and/or volunteers for Museum exhibitions, including on-site support for staff and visitors during exhibition open hours (please note: this may include on-site work one weekend day per week)
- Support on the Museum's 2022-2023 microgrants program, including participation in jurying applications, attendance at professional development seminars, and providing technical, administrative, and evaluation support as needed.

This position will require semi-frequent carrying of equipment and event furniture, weighing up to 10lbs, and movement through our new, unrenovated building, which does not yet have an elevator.

The ideal candidate for this role is a strategic, creative, and organized individual with excellent interpersonal skills, who is excited about working with the public, the prospect of realizing our Museum's cultural programming, as well as building skills in arts management and administration. Applicants should also ideally have:

- Demonstrated knowledge and familiarity with the museum, heritage, and/or arts and culture sector (required);
- Experience as a cultural worker **and/or** an academic background in the social sciences or humanities, (with preference given to applicants with a degree in Museology or Curatorial Studies, Fine Arts, History, Art History, Public History, Anthropology, Material Culture, Canadian and Québec Studies, Jewish Studies), is an asset.
- Previous experience planning and mounting in-person and digital cultural events; familiarity with Zoom considered an asset.
- Previous experience coordinating staff, or relevant leadership with demonstrated success in customer service roles, events-based, or public-facing venue
- Strong project management, time management, and problem-solving skills

- Ability to work well with others – managing external partners, community members, and the public – while also working closely with supervisors and a tight-knit Museum team.
- Excellent interpersonal and communication.
- Comfort with technology and learning new applications and software.
- A commitment to accessibility, anti-racism, and best practices concerning equity and inclusion in arts and culture.
- Excellent oral and written communication skills in English and French.
- Willingness to periodically work evenings and weekends. If there is regular weekend work, then commensurate time off will be given.

In accordance with the Young Canada Works Eligibility Criteria, you are only eligible for the position 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;
- are a college or university graduate; and
- are not receiving Employment Insurance (EI) benefits while employed with the program
- 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.

This position is dependent on funding from 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://young-canada-works.canada.ca/Account/Register>

Interested individuals who meet the above criteria **should apply directly to the Museum of Jewish Montreal.**

Applications must include:

1. CV with the name and contact information for an academic or professional reference
2. Cover letter
3. Proof of graduation (i.e., transcript or degree).
4. Links to relevant work are optional.

All materials are due by 5:00pm EST on Friday, September 23, 2022, and should be emailed to emplois-jobs@imjm.ca with the subject of "Cultural Programming & Events Coordinator Application." Please note due to staff resource and time constraints, only candidates selected for an interview will be contacted.

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.

Please note that over the past 2 years the Museum has been working from a hybrid model, with some Museum events offered digitally and others in-person, as allowed by provincial regulations and in accordance with the Museum's health and safety best practices. In-person work will be required.