



MUSEUM of  
JEWISH  
MONTREAL

### **FRONT OF HOUSE/GALLERY ATTENDANT**

Part-time: 8-12 hours/week

4-month contract: October 14 - January 22, with the option to extend

\$14.75/hour

Positions available: 2

The Museum of Jewish Montreal (MJM) – an innovative place to connect with Montreal's Jewish life and identity, share our diverse heritage, and create new cultural experiences – is seeking an outgoing, bilingual front of house greeter and gallery attendant for our new space in the Plateau Mont-Royal.

Our Front of House act as ambassadors of the museum, and the first point of contact for guests to learn about the Museum and its programmes! We're looking for new team members who enjoy interacting with the public, are good communicators, excited about art, history, and/or heritage, and have an excellent sense of responsibility and teamwork.

#### **Job Description:**

- Ensuring that guests feel welcome in the space by greeting them, answering questions and explaining the Museum's mission and operations
- Processing bookings and ticket sales for walking tours and museum events in person and over the phone
- Passing along messages and inquires as relevant to full-time staff
- Acting as a docent in the gallery space
- Helping out with other Museum event tasks such as attending to the space when it is rented out or open to the public for an event
- Opening and closing duties in public museum spaces and gallery, including minimal tidying, resetting the gallery space, and replenishing supplies. Please note, this position requires low-level physical activity such as carrying supplies upstairs and moving equipment weighing up to 10 lbs.

The ideal candidate will possess exceptional interpersonal skills, an interest in the Museum's activities and the ability to learn quickly and problem-solve effectively while working independently. Previous experience in customer service roles is a considerable asset, as is sales and/or tourism industries. No prior knowledge of Jewish history is required, but an interest in Montreal's history, Jewish culture, contemporary art, and/or Museums is an asset! Spoken proficiency in both English and French is required.

To apply, please submit the following to [emplois-jobs@imjm.ca](mailto:emplois-jobs@imjm.ca) by **11:59pm on Sunday, September 25<sup>th</sup>**:

- Short cover letter highlighting relevant skills and work experience for the position
- Resumé
- General availability on Thursdays – Sundays during the contract period

**Please note the Museum will be closed on Sept 26-27, and will send out confirmations of application received on the weekend on Sept 28.**

Museum of Jewish Montreal  
5220 Boul. Saint-Laurent, Montréal, QC, H2T 1S1 (514) 840-9300  
[www.museemontrealjuif.ca](http://www.museemontrealjuif.ca)



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Please contact Pippa at **[emplois-jobs@imjm.ca](mailto:emplois-jobs@imjm.ca)** or 514 840-9300 if you have any questions about the application process.