

Organization: Museum of Jewish Montreal

Job Title: Programming Coordinator

Location: Montreal, QC (hybrid, average. 2-3 days a week on-site)

Contract: 20 weeks part-time (25-30 hrs/week), with possibility to extend (Jan 2026 – June 2026)

Rate: \$23.00 per hour

Application Deadline: Monday, January 5th 2025

About the Museum

The Museum of Jewish Montreal (MJM) is an innovative place to connect with Montreal's Jewish life and identity, share our diverse heritage, and create new cultural experiences. Through exhibitions, public programs, and immersive projects we bring Montreal's diverse Jewish history and contemporary culture to life in meaningful ways.

About the role

We are seeking a highly organized, detail-oriented, and creative Program Coordinator to support the Museum's arts and programming team to mount our 2026 calendar of cultural events and exhibitions. This is an exciting opportunity to join a collaborative team of cultural workers and to gain key experience in event production, exhibition installation, community engagement, and program development. Under the supervision of the Arts Programming and Events Managers, and reporting to the Programming and Community Engagement Director and Artistic Director, the Program Coordinator will support the full range of tasks necessary to run public events and programming, both on-site at the H. Fisher et Fils building, and at satellite venues.

Key responsibilities include:

Program Development & Community Engagement

- Attend and contribute to program ideation and development meetings
- Support the drafting and monitoring of event budgets
- Carry out preparatory tasks such as inventory, supply orders, and venue setup
- Coordinate with program partners and collaborators
- Conduct outreach to audiences, partners, and community members
- Support the smooth running of the Museum's artists' and creative project development program



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- Coordinate engagement opportunities for members of the [Montreal Jewish Arts Collaborative](#), a community arts network.

Event Support

- Provide on-site event staffing, ensuring that the event follows its designated itinerary
- Act as the on-site point of contact between event collaborators and part-time event staff
- Offer technical support for in-person and digital events
- Liaise with speakers, artists, and other event collaborators
- Coordinate event logistics before, during, and after programs

Exhibition Support

- Support the arts team with exhibition planning and logistics
- Contribute to exhibition creation, whether through installation, design, documentation, copy writing (skill-set dependent)
- Provide on-site assistance for installation and de-installation of window exhibitions
- Contribute to the development of exhibition-related events and programming
- Coordinate with relevant partners and stakeholders

Evaluation and Reporting

- Assist with grant writing, reporting, and documentation
- Support program evaluation and data collection

Events may include exhibitions, food workshops, artist talks, book readings, concerts, heritage lectures and panels, performances, vernissages, film screenings, and family programming. Some evening and weekend work is required.

Required Qualifications:

- Demonstrated knowledge or familiarity working with one or more of the following sectors:
 - Museums, heritage sites, and/or arts and culture sectors
 - Events, programming, and production management
 - Festivals, markets, and/or expos
 - Public workshops, classes, or interactive education
- Excellent interpersonal and communication skills in both English and French
- Strong project-management, time-management, and problem-solving abilities
- Ability to work collaboratively with partners, community members, and a small internal team

Le musée du Montréal juif

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<http://www.museemontrealjuif.ca>



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- Experience working to deadlines both autonomously and with a team
- Comfort with technology and willingness to learn new applications
- Willingness to periodically work evenings and weekends

Assets:

- University degree or equivalent experience in Museum and Curatorial Studies, Art History, Public History, Anthropology, Canadian Studies, Library Sciences, Québec Studies, Jewish Studies, etc.
- Experience with graphic design and standard design tools (Adobe creative suite, Canva, etc.)
- Experience planning and executing in-person and digital events
- Experience coordinating staff or leadership in customer service, public-facing venues, or events environments
- A passion for, or to learn about arts, culture, Montreal history, and Jewish heritage
- Ability to carry equipment weighing up to 20lbs

How to Apply

To apply, please submit the following in one PDF to emplois-jobs@imjm.ca with the subject line "Program Coordinator":

- Your CV
- A short cover letter telling us:
 - How your experience and skills align with the role's requirements
 - Which assets listed above you would bring to the role
 - Any additional strengths or experiences you bring to the position
 - Your earliest possible start date

Application deadline: Monday, January 5th at 11:59 p.m. EST

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 orientations and gender identities. Should you require any accommodations through the job application process, please do not hesitate to let us know.