



Role: Community Engagement and Programming Manager

Location: Montréal, QC; Hybrid, regular on-site presence required

Employment: Permanent, full-time, salaried; \$50,000–\$54,000 (depending on experience)

Start Date: No earlier than June 18, 2026

Deadline: Wednesday, May 20, 2026, 9:00AM EDT

Apply: emplois-jobs@imjm.ca, Subject: "Community Engagement and Programming Manager"

The Museum of Jewish Montreal (MJM) is an innovative cultural institution connecting people with Montreal's diverse Jewish life, heritage, and contemporary culture through public programs, guided visits, community initiatives, and immersive projects. We are a small, collaborative, and creative team that believes in professional development and growing with our people.

We are at a pivotal and exciting moment: with our main building under renovation, we are actively shaping what the Museum's next chapter will look like. **The Community Engagement and Programming Manager** will play a central role in that process, leading our public programming, deepening community relationships, and helping to build the long-term vision for our new space. If you are someone who is as energized by strategy and planning as you are by execution, and who wants to leave a real mark on Montreal's cultural ecosystem, this role is for you!

Key Responsibilities

- Lead MJM's annual programming calendar across ~50 events per year: workshops, community gatherings, family programming, concerts, artist talks, storytelling events, specialty tours, parties, and artisan markets
- Lead relational and community engagement: one-on-one outreach, partnership development and stewardship, audience development, and community feedback sessions
- Oversee our CRM: maintain and develop the database, manage data hygiene, produce programming numbers and audience reports for grant applications, funder reporting, and internal strategy
- Lead the Microgrants for Creative or Cultural Exploration program (entering its 6th year): manage outreach and the open-call process, jury applications, facilitate professional development seminars, and oversee all programme-related events
- Manage the Montreal Jewish Arts Collaborative (MJAC): programming, engagement activities, and outreach to current and prospective members
- Manage event strategy and planning end-to-end (conceptualization, scheduling, budgets, logistics, staffing, and post-mortems) for a core selection of programmes; supervise part-time programme support staff
- Play a central role in shaping the long-term programming strategy for MJM's next space: contribute to the vision, develop programming frameworks, and help translate institutional goals into a concrete public programme



- Support grant prospecting, writing and reporting as needed; maintain relationships with granting and foundation officers as relevant to programmes in portfolio
- Write bilingual (EN/FR) programming copy; coordinate with the communications team on outreach and promotional strategy, social media, website updates, and press materials

Required Qualifications

- Demonstrated experience in cultural programming, events management, and/or community engagement, ideally in a not-for-profit or cultural organization
- Experience with data management and reporting: comfort with managing a CRM, maintaining data hygiene, developing data measures in a non-profit setting, and producing programming metrics for grant and funder reporting
- Proven experience managing or supervising staff or project teams
- Full bilingualism in English and French (written and oral) is required
- Strong project management and time management skills; comfortable juggling multiple concurrent priorities under deadline
- Demonstrated interest in and aptitude for longer-term planning and programming strategy
- People-oriented and diplomatic, with a track record of building strong relationships with diverse stakeholders
- Willingness to periodically work evenings and weekends

Assets

- Experience with grant writing, the Canadian non-profit funding landscape and/or the Jewish non-profit funding landscape
- Existing networks in the Montreal cultural or arts sector
- Experience with ticketing platforms (e.g. Eventbrite, FareHarbor)
- Experience with design tools
- Background in Public History, Jewish Studies, Community Development, Communications, or a related field
- Knowledge of (or genuine enthusiasm for) Jewish culture and Montreal's Jewish community
- Valid driver's licence

To apply, please send a CV and cover letter (max. 2 pages) as a single PDF to emplois-jobs@imjm.ca with the subject line "Community Engagement and Programming Manager". In your cover letter, tell us how your experience aligns with this role, what draws you to MJM, and your earliest available start date.

Deadline: Wednesday, May 20, 2026, 9:00AM EST.

The Museum of Jewish Montreal is committed to being an inclusive space and encourages 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. Accommodations are available upon request.