



**The Museum is looking for volunteers
interested in history and art**

Description of volunteer positions MMAQ 2011-2012

Mission of the Musée des maîtres et artisans du Québec

The Museum's mission is to promote the cultural heritage of Québec, through art and craftsmanship traditions, both in the past and nowadays; in local, regional and national collectives.

Its artistic objective is to educate the public about the ancient arts, the craftsmanship traditions, handcrafts and contemporary art. The Museum also concedes a very special field for artistic and technical expression of different cultural communities that represent the local population, as a reflection of modern Canada.

Vision of the education and clientele services of the Museum

- To introduce young people and adults to the beauty of old objects and to make them feel the spirit of ingenuity of our ancestors.
- To interest the audience in the material, techniques, know how and creativity of artisans of the past.
- To educate about daily life in the past with the help of handmade objects and to compare this experience with the life nowadays.
- To stimulate discussion between men and women from Québec of different cultural communities, underlining the cultural, religious, geographic and social similarities and particularities with the help of the Museum's collection.

Advantages to becoming a volunteer of the MMAQ

Free training; free proficiency activities; reference letter; volunteer work accreditation certificate (PREB); access to the Museum library; free admission to the Museum at all times; 10 % discount on all purchases at the Museum's shop; invitation to activities and events of the Museum.

Available positions

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- Artistic workshop animator p. 4
- Assistant animator p. 5
- Front desk receptionist p. 6
- Museum technician p. 7
- Special events support staff p. 8
- Specialized staff p. 9

Contact

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Tour guide

Allow visiting groups of all ages to discover the daily life of our ancestors by explaining the crafts of the carpenter, the blacksmith, the potter, the weaver and other artisans on guided tours.

Clientele: mainly primary school children (5 to 12 years old) but also groups from preschool, high school, university as well as adults and retirees.

Location: at the Museum

Activities and responsibilities

- To conduct guided tours in the Museum's permanent exhibition;
- To participate in a staff reunion each month;
- To participate in training sessions with the supervisor of education.

Skills and qualifications

- Interest in history and arts;
- At ease with an audience;
- Patience with children;
- Advanced level of spoken French;
- Friendly and dynamic.

Required time

- 1 year of commitment;
- Training: 30 hours Tuesday afternoons from October to December;
- Work: 3 hours a week (Monday-Friday) in the morning from January to June;
- Reunion once a month in the afternoon.

Integration and training (available in French only)

Presentation of the institution, the department of education-clientele, procedures of animation with different audiences and the exhibition's content by experts and well-practiced volunteers.

N.B. Training is offered once a year from October to January. No application will be accepted after November without prior experience in animation.

Artistic workshop animator

Allow children to go from words to deeds by showing them the craft techniques used by our ancestors and helping them create artwork that will consolidate their knowledge and appreciation of crafts.

Clientele: mainly primary school children (5 to 12 years old) but also groups from preschool and high school.

Location: at the Museum

Activities and responsibilities

- To guide the children in the creation of the object;
- To coordinate the work of the assistants;
- To prepare material for the workshops;
- To prepare the educative room for the activity.

Skills and qualifications

- Interest in art and history;
- At ease with an audience;
- Patience for children;
- Advanced level of spoken French;
- Friendly and dynamic.

Required time

- At least 3 months of commitment;
- Training of 10 hours in the morning over a period of 1 month;
- Work of 3 hours a week (Monday-Friday) in the morning;
- Reunion once a month in the afternoon.

Integration and training

Presentation of the institution, the department of education-clientele and procedures of animation with different audiences.

Assistant animator

This position is reserved for adult candidates learning French and young candidates from 12 to 18 years old who wish to participate in the cultural life of the Museum by helping the workshop animator prepare artistic material and conduct birthday parties and family workshops.

Clientele: groups from preschool, primary school and high school on weekdays and families on weekends.

Location: at the Museum

Activities and responsibilities

- To help prepare material for the workshops;
- To help prepare the educative room for the activity;
- To help children during the workshop.

Skills and qualifications

- Interest in art and history;
- At ease with an audience;
- Intermediate level of spoken French or English;
- Friendly and dynamic.

Required time

- No long term commitment;
- French learning candidates: about 3 hours a week (Monday-Friday) in the morning;
- 12 to 18 years old candidates: one Saturday or Sunday per month.

Integration and training

Presentation of the institution, activities and procedures of animation.

Front desk receptionist

The reception is the first contact with the visitor. It often makes the difference between an ordinary visit and a memorable one. We are looking for friendly and dynamic people to greet, inform and guide the visitors.

Clientele: school groups and general public

Location: at the Museum

Activities and responsibilities

- To welcome visitors to the Museum;
- To take incoming phone calls;
- To use the cash register;
- To manage the sales of the shop;
- To do minimal surveillance in the exhibition.

Skills and qualifications

- At ease with an audience;
- Advanced level of spoken French and English;
- Friendly and dynamic;
- Computer literacy for Microsoft Office and Internet.

Required time

- At least 3 months of commitment;
- Training of 1 hour;
- Work of 3-5 hours a week (Thursday-Friday) in the afternoon.

Integration and training

Presentation of the institution, services, reception tasks and the box office.

Museum technician

Conservation is a vital mission for the life of the Museum and the survival of the material heritage. The Museum has a director-curator and an assistant-curator who manage the collections and exhibitions. Their main task is to preserve and share the collections through exhibitions and research documents. This work requires the collaboration of serious technicians and diligent researchers.

Location: at the Museum or from home for some tasks

Activities and responsibilities

- Assembling and disassembling exhibitions (about once a month for three consecutive days);
- Cleaning of the displays and maintenance of the permanent exhibition;
- Documentary research (at the Museum or remotely);
- Assistance at the reserve.

Skills and qualifications

- Good manual skills for exhibition assembly;
- Advanced level of written French for research;
- Computer literacy for some tasks.

Required time

- At least 3 months of commitment;
- Training of 1 hour;
- Work of 3-5 hours a week (Monday-Friday).

Integration and training

Presentation of the institution and the department of conservation-exhibitions, on-site training with the assistant-curator.

N.B. Training is offered twice a year in October and February. No application will be accepted after February without prior experience in museology.

Special events support staff

The Musée des maîtres et artisans du Québec is a very active institution. We are always looking for support personnel for events such as exhibition openings, cultural days and fundraisers.

Clientele: general public

Location: at the Museum

Activities and responsibilities

Normally, only one tasks per event.

- To welcome the visitors to the Museum;
- To watch over the objects exhibited in the Museum;
- To serve drinks and snacks to the guests;
- To manage the coat check;
- To prepare and decorate the event room;
- To conduct interactive games.

Skills and qualifications

- At ease with an audience;
- Intermediate level of spoken French and English;
- Friendly and dynamic;
- Punctual.

Required time

- Varies according to the event (weekend and evening);
- Training of 30 minutes.

Integration and training

Presentation of the institution and the tasks during the event.

Specialized staff

Development projects in conservation, education and communication are essential to the fulfilment of the Museum's mission. This work is offered to specialists in museology, history, education, communications and arts who wish to acquire professional experience in a creative and dynamic institution.

Location: at the Museum or from home depending on projects.

Activities and responsibilities

Variable depending on the projects

- Documentary research;
- Translation of texts (French to English);
- Design of educative and cultural activities;
- Creation of graphic material;
- Development of promotional strategies;
- Sponsorship research.

Skills and qualifications

- University or technical degree in a relevant field;
- Advanced level of spoken and written French;
- Computer literacy.

Required time

- At least 3 months to 1 year of commitment;
- Work of 3-5 hours a week.

Integration and training

Presentation of the institution and the project, on-site training with the supervisor.