

Service des ressources humaines
Hôtel de ville
4333, rue Sherbrooke O.
Westmount, QC H3Z 1E2



Human Resources Department
City Hall
4333 Sherbrooke Street W.
Westmount, QC H3Z 1E2

**NOTICE OF TEMPORARY POSITION
BUILT HERITAGE INTERN
YOUNG CANADA WORKS PROGRAM**

Category: White Collar
Status: Auxiliary
Salary: \$19/h
Department: Urban Planning

PURPOSE OF POSITION

The internship is mainly dedicated to the protection of interiors (heritage properties) according to the Cultural Heritage Act. It includes the following tasks:

- writing heritage studies
- analysis and research (historical studies, regulatory framework, etc.)
- data collection, inventories (photos and field observations)
- creation of data grids (identification of heritage properties)
- production of maps
- technical assistance during group meetings

QUALIFICATIONS

Education:

Bachelor's degree or Master in built heritage, art history, history, architecture, etc.

Other requirements

Skills and aptitudes:

- skill in writing
- analytical, information management
- rigour
- time management
- adaptability
- teamwork
- knowledge of Microsoft and Adobe Suite (Photoshop, InDesign)

APPLICATION

Since this is a government program, certain criteria must be met. You must be a Canadian citizen or permanent resident, or hold a refugee status in Canada. You need to be between 16 and 30 years old at the start of employment and have graduated in the last 24 months.

FORWARD YOUR COMPLETED APPLICATION TO:

Myriam St-Denis, Project Manager

- **By email :** mstdenis@westmount.org
- **By mail:** City of Westmount a/s Urban Planning

Deadline for application: October 7, 2016

The City of Westmount subscribes to the principles of equal access to employment, and therefore invites women, aboriginal people, members of visible and ethnic minorities and handicapped person to submit their candidacy.