



National Historic Site

Job Description

Job Title: Program Facilitator

Reports to: Education Manager

Hours or days of work: Part-time

Job Summary:

In this role you will deliver interactive programs to school groups and various community groups in a museum setting using artifacts, role-play, and storytelling. You will also assist with research, program development, and some visitor services and/or administrative duties.

Responsibilities:

- Facilitate high quality, engaging programs for students from kindergarten – grade 12. May also be required to facilitate programs for Home School learners, adult ESL learners, and seniors.
- Facilitate and lead on-site educational tours for public and/or private groups of varying sizes.
- Provide support to Visitor Services team, including: (but not limited to) front desk support, gift shop sales, administrative and event support, and greeting the public.
- Responsible for classroom organization, program setup, and clean-up.
- Work alongside other departments to ensure a successful experience for all visitors to Fort Calgary
- Maintain knowledge of local, provincial, and national history
- Maintain knowledge of classroom management with the ability to facilitate groups of multiple learners, ages, and abilities

- Program development, including research and consultation for new programs and concepts (when possible and required)
- Assist the with developing special programs for Home School Days (when possible and required)
- Assist with public-facing content on special events days (when possible and required)

Skills & Experience:

- Teaching experience, particularly in leading large groups of children in an interpretive environment.
- Experience in research and development of innovative programs for all types of learners and for various settings and topics.
- Knowledge and interest in local and Canadian history.
- Ability to use Microsoft Office Suite software (Word, Excel, Mail, PowerPoint) a must.
- Bilingualism with the ability to teach and create program in French is a strong asset.
- Strong organizational and time management skills
- Outstanding interpersonal skills, ability to work in a team environment, and ability to problem-solve and adapt in a changing work environment.
- Exceptional communication skills in order communicate effectively with staff, students, teachers, and parents.

Education:

- Possess a bachelor's degree in education/history/museum studies/communications/fine arts or other related fields or equivalent experience

Fort Calgary Core Competencies:

1. Vision / Thinking Corporately

Inspires a vision of success, communicating the vision and aligning strategic, operational and personal work plans and goals to achieve the vision.

2. Communication

Listens to others and communicates in a compelling and articulate manner, ensuring the message is clear, understood and consistent with Fort Calgary's objectives.

3. Teamwork

Through information sharing, works within and across organizational units to achieve common goals and positive results.

4. Ethics

Creates an environment that nurtures the principles and values of Fort Calgary.

5. Customer Service

Demonstrates excellence (quality, timeliness, completeness, knowledge/competence, courtesy, fairness, outcomes, etc.) to INTERNAL and/or EXTERNAL customers by focusing efforts on discovering and meeting their needs.

6. Leadership

Recognizes and demonstrates competencies in creating visions, goals, thinking corporately, teamwork and ethics.

7. Technical and Professional

Demonstrates appropriate mastery of current business and technical skills related to the position.

All Fort Calgary employees may be required to work on Canada Day.

Fort Calgary offers superior extended health and dental benefits and vacation package, competitive salary, free parking, and an outstanding work environment.

Interested candidates are invited to submit a detailed resume and cover letter to Christina Metters, Human Resources Coordinator at cmetters@fortcalgary.com by **Friday, March 30, 2018**.

Fort Calgary thanks all candidates for their interest, however, only those selected for an interview will be contacted. **NO PHONE CALLS, PLEASE.**