

JOB DESCRIPTION

SUMMER HISTORIC INTERPRETER



Reporting to the Programs & Outreach Coordinator, the Summer Historic Interpreter has a passion for storytelling and providing exceptional visitor experiences at the NWMP Barracks Provincial Historic Site managed by the Canmore Museum. Interpreters at this site engage and educate visitors from around the world on the history of the NWMP, the building of the Town of Canmore, and the history of Treaty 7 Territory and presence of Indigenous peoples here since time immemorial. The Summer Historic Interpreter provides visitor tours, site and community information, education based activities, supports event delivery, work with contractors and volunteers, and provides visitor services.

The Canmore Museum is located in Treaty 7 territory; a land treaty signed between Queen Victoria and the Îyârhe (Stoney) Nakoda (Bears paw, Chiniki, and Goodstoney), the Blackfoot Confederacy (Kainai, Piikani, and Siksika), and the Tsuut'ina Nations in 1877. This area also encompasses Métis Battle River Territory, Rocky View District 4. The Bow Valley was home to many Indigenous Peoples prior to recorded history, and frequented by the Ktunaxa (Kootenay), Secwépemc (Shuswap), Dene, and Mountain Cree among others.

DUTIES AND RESPONSIBILITIES

- Delivers regular interpretation services at the NWMP Barracks Provincial Historic Site.
- Works collaboratively and supportively with staff and contractors of the Canmore Museum, to deliver historically accurate, vibrant and engaging content connected to locally relevant topics.
- Works directly with the Programs & Outreach Coordinator to deliver special programs and events, and support the work of contractors in their delivery.
- Provides exceptional visitor experiences, and solicits feedback from visitors through conversation and visitor surveys. Maintains and updates survey data for the evaluation of visitor experiences and programs, and to inform future programming decisions.
- Regularly updates the Programs & Outreach Coordinator on the activities, and makes recommendations.
- Contributes to the development, sharing, and reporting on activities at the Barracks through documenting programs and events where appropriate and feasible. Organizes digital and video content, for sharing in newsletters, blog posts, website, grant reports, and social media, etc..
- Works cooperatively with the Visitor + Retail Coordinator in providing retail services, processing admission fees, memberships and donations, and operating the Point of Sales system.
- Conducts opening and closing procedures at the Barracks, inspecting the site for the safety, security, and condition of historic objects and displays, and reports any issues.
- Prepares the site for visitor use including conducting general custodial duties and other tasks as required.

SKILLS

- Is a natural storyteller, excited by the prospect of interacting and communicating effectively with residents and visitors from around the world, regardless of cultural and or language barriers.
- Is customer service-oriented, possesses excellent oral communication skills.
- Demonstrates the ability to be self motivated, goal oriented and meet deadlines.
- Demonstrates the ability to take initiative, learn, and seek to continuously improve
- Is willing to learn about Canmore's history, the history of the NWMP, and the history of Treaty 7 Territory and Indigenous Peoples living in this area, in particular Stoney Nakoda culture.
- Has a demonstrated interest in the human and natural history of the Canadian Rockies.
- Can demonstrate an understanding of the principles of Truth and Reconciliation and national commitments towards them.
- Is comfortable interacting with people of all age groups and abilities.
- Is curious, creative, adaptable, and can pivot when situations require.
- Is diplomatic and respectful of all cultures, backgrounds, and identities, and can respond to feedback with openness and understanding.
- Has some understanding, education, or demonstrated interest in the principles of effective interpretation, education, and care of collections or historic sites.
- Is a natural collaborator who can also work independently.
- Has strong organizational skills, and can demonstrate attention to detail.
- Has proficiency with, (or demonstrates both interest and capacity to learn) with Google Workspace, Microsoft Suite, and other software.
- Fluency in English is required. Fluency in a second language is considered an asset.
- Holds valid Standard First Aid and CPR Certification.

QUALIFICATIONS

Applicants must comply with the requirements for the Young Canada Works in Heritage program including:

- Currently enrolled in post-secondary education, preferably in a field related to history and museums studies.
- Between 16 and 30 years of age.
- A Canadian citizen or permanent resident or have refugee status in Canada.

POSITION DETAILS

This summer term position is expected to commence on **June 10, 2024 and end on August 31, 2024**. This is an hourly position with a rate of \$20.50 CDN an hour. Typical working hours are 9am to 4:30 pm Thursdays to Mondays at 37.5 hours per week. Some evening work may be required. Please note that accommodation is not provided.

APPLYING TO THE CANMORE MUSEUM

The Canmore Museum is committed to promoting diversity within our organization. We strive to provide and maintain a fair and equitable environment for all by valuing and respecting individual

differences and those of the community we serve. Qualified applicants of all abilities and backgrounds will be considered.

To apply for this position, please forward your cover letter and resume to info@canmoremuseum.com with the email subject line “Summer Historic Interpreter Application”. General enquiries about the position can also be directed to this same email.

Closing deadline for applications is **April 26, 2024 at 4:00pm MST**. Only candidates selected for the interview will be notified. Interviews will take place the week of May 6, 2024.