
Historic Sites and Museums, Fort George and Buckingham House

Job Title: Lead Historical Interpreter
Location: Elk Point, AB
Type: Seasonal wage (April 30 – September 6, 2019)
Competition closes: March 24, 2019

About Us

Fort George & Buckingham House Provincial Historic Site is located 13km southeast of Elk Point, AB. Located on the site of both the Hudson's Bay Company and the rival Northwest Company fur trading forts, Fort George & Buckingham House Provincial Historic Site tells the story of the early fur trade in Alberta from 1792 to 1800.

Role

We are looking for an enthusiastic individual with at least two years' post-secondary education, a passion for learning, good leadership and organizational skills, and experience in historical interpretation.

As lead historical interpreter you will provide leadership to and participate fully in a small workplace team responsible for the planning, development and presentation of school programs, special events, historic skill demonstrations, off-site public interpretive programs, and interpretive tours. You will work under the supervision of the program coordinator, taking direction for the team, and providing reports in a timely manner.

Areas of leadership include managing staff, providing daily supervision, managing program implementation, scheduling, evaluation, and submitting reports. Lead interpreters are the primary onsite contact for media, and overseeing Occupational Health and Safety and emergency procedures for the site.

A successful candidate for this position will be a self-starter who is able to speak confidently to audiences of various sizes with a variety of ages and be able to assimilate large amounts of information quickly. Training is provided April 30 to May 14, 2019.

The duties of all site staff will include providing tours of the museum gallery and archeological site, leading school programs and offering guided interpretive experiences. All staff are also responsible for the collection of admission fees and visitor statistics, administering site surveys, events promotion and marketing, day-to-day administration, concession sales, and maintaining the general cleanliness and order of visitor facilities. This position requires weekend work, and may require you on occasion to work or travel alone for scheduled off-site work. Walking and standing for extended periods, as well as lifting and carrying moderate loads are part of this job.

Qualifications

At least 2 years post-secondary education and one season of experience in historical interpretation is required for this position.

Current Standard First Aid and CPR C training and a Class 5 driver's license are required. Proof of first aid training and acceptable driver's abstract must be provided before hiring. Hiring is dependent of a satisfactory security screening.

The following areas of study are desirable but not required: Historical Interpretation, Education, Canadian History, Aboriginal Studies, Archaeology, Tourism, Marketing and/or Recreation Administration.

Customer service training; fluency in French or Cree; knowledge of Alberta's Métis history; heritage skills and crafts would be considered assets.

Salary

Wage rate: Lead Interpreter \$21.19/hr

This position runs from April 30 to September 6, 2019.

Nearest rental accommodations are in Elk Point 13km from the site. Shared staff accommodations are may also be available in Elk Point (some conditions apply). Personal transportation is required to and from the work.

How to Apply

Please submit your resume and a cover letter to Suzanna.Wagner@gov.ab.ca by March 24, 2019. Indicate that you are applying for the Lead Historical Interpreter position at Victoria Settlement Provincial Historic Site.

Closing Statement

Thank you to all applicants for their interest. All applications will be reviewed to determine which candidates' education and experience best meets the needs of the position. Only individuals selected for interviews will be contacted.