



Job Title: Historical Interpreter

Reports to: Programming Coordinator

Compensation: \$16.55 hour

Hours of work: 40 hrs week, seasonal YCW contract position. Requires flexible evening, weekend, and holiday availability.

About the Cranbrook History Centre

The Cranbrook History Centre is a landmark site located in Cranbrook BC. We preserve and display internationally recognized paleontology specimens, a nationally designated railcar collection, and serve as a repository for the history of Cranbrook and the East Kootenay region for all to explore and discover. We would like to acknowledge that the Cranbrook History Centre is located on the traditional, ancestral and present Ktunaxa homeland and extend our gratitude for the opportunity to live and learn in mutual respect and appreciation.

The museum relies on motivated and detail-oriented individuals who enjoy interacting with all visitors to achieve the museum's mission. Our small team values a supportive and collaborative work culture that is respectful, challenging and promotes diversity and creativity.

Position Summary

The position of Historical Interpreter is a unique opportunity for students with an interest in history, tourism, education, and/or museum studies, who would like to build a variety of new skills over the summer months. Our Historical Interpreters are the heart of museum's summer programming, as they are responsible for leading the daily tours of historic railcars. Additionally, the Historical Interpreter is expected to take on a special project throughout the summer matched to their skills and goals. Projects include: the Summer Walking Tour, Content Creator, Youth Program Development, and Events Development. In these roles the student will help to develop and deliver new programs that connect the museum with our community throughout the summer season.

Successful applicants will gain experience in the day-to-day operation of a heritage organization. They will develop and learn valuable skills, such as public speaking, managing groups, historical interpretation, conservation and restoration, cultural program development and delivery, office procedures and point-of-sale transactions.

Position Duties and Responsibilities

- Deliver informative and engaging interpretive guided tours of the historic railcars and museum to visitors.
- Share with visitors the museum's significance, identity, and mandate.
- Greet tour groups, introduce the museum, and deliver museum rules to visitors.
- Adapt tours and programs to the needs of various age groups and/or nationalities.
- Help develop and lead delivery of one of the museum's summer special projects (to be decided once the work term begins)
- Contribute to ongoing evaluations of interpretive railcar tours and other summer programs.
- Carry-out visitor services task including, but not limited to processing admission and ticket sales, answering the phone, and resolving visitors' questions or concerns.
- Carry-out gift shop customer service, maintenance, stocking, restocking, and pricing.

- Cash and credit card handling and accurate accounting of cash registers and drawers in accordance with museum policies.
- Participate in museum maintenance, including event set up and breakdown in the Royal Alexandra Hall.
- Keeping public and private spaces clean and sanitized; including foyer, exhibits, washrooms and museum grounds.

Qualifications

- Must be registered with Young Canada Works at www.youngcanadaworks.ca
- Must be a full-time student, between the ages 16-30, who is returning to their studies in the fall.
- May not have another full-time job (over 30 hours per week)
- Eligible to work in Canada.

Knowledge and Certifications

- Prefer a background in History, English, Museum Studies, Tourism, Indigenous Studies, Education or related field.
- An understanding of Indigenous relations in this region; additionally, familiarity with the Truth and Reconciliation Commission and the relevant Calls to Action for Museums is an asset. This knowledge can be through education, lived or worked experience.
- First Aid Level 1 certification required.

Abilities and Skills

- Must possess excellent verbal communication skills with demonstrable public speaking experience.
- Must possess professionalism, personal maturity, and excellent interpersonal skills.
- Must be a team player.
- Proven organizational and task management skills.
- Experience working with diverse audiences and groups, including children an asset.
- Have an outgoing personality, enjoy working with the public
- Strength and mobility to stand for extended periods, work an active 8 hour shift, work outside, navigate stairs and lift weights up to 25 kilograms.

We are looking for these personal qualities:

- Initiative: We need someone who has ideas as well as someone who can come up with creative solutions!
- Reliability: We must be able to count on you to ensure the success of our programs.
- Judgement: Things evolve rapidly, being able to make decisions with discernment is an essential quality to being successful in this position
- Detail Oriented: the details matter!

Cranbrook is a town with a diverse and international community. The Cranbrook History Centre strives to reflect this in our work and our team. We encourage applicants who identify as LGBTQ2S+, Person with Disabilities, Indigenous, and visible minorities to apply. The Cranbrook History Centre is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise if you require accommodation.

How to Apply

In the spirit of reconciliation, we are committed to increasing Indigenous representation throughout the organization and encourage applicants to self-identify as Indigenous within cover letters and/or resume.

Please send your resume and cover letter as a PDF to office@cranbrookhistorycentre.com. Subject line: first name, last name, job title. Ex: Jane Doe, Programming Coordinator. The selection process will remain open until the position is filled. Tentative start date:

We appreciate all applications; however, only short-listed candidates will be contacted. 3 references, clean criminal record check and vulnerable sector police check will be required before employment