

## Historic Sites and Museums, Victoria Settlement Provincial Historic Site

**Job Title:** Lead Historical Interpreter  
**Location:** Victoria Settlement Provincial Historic Site, Smoky Lake, Alberta  
**Type:** Seasonal wage (April 29 – September 6, 2019)  
**Competition closes:** March 24, 2019

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### About Us

Victoria Settlement Provincial Historic Site is located 10 km south of Smoky Lake, on Secondary Highway 855 and 6 km east along the historic Victoria Trail. Victoria Settlement depicts the history of the area from the 1862 arrival of the missionaries, through the arrival of the Hudson's Bay Company fur trading post and pioneer settlement, to the demise of the town of Pagan in 1922.

### 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 and participate fully in a small workplace team responsible for the planning, development and presentation of school programs, special events, 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 29 to May 14, 2019.

The duties of all site staff will include providing tours of the historic 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. It is a historically costumed position with costumes provided.

### 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 Historical Interpreter \$21.19/hr**

This position runs from April 29 to September 6, 2019.

The closest town for rental accommodations is Smoky Lake. On-site shared accommodations are available but are very limited and somewhat isolated. Some conditions apply. Personal transportation is required.

### **How to Apply**

Please submit your resume and a cover letter to [Suzanna.Wagner@gov.ab.ca](mailto: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.

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**How to Apply**

To apply, please submit a resume and a cover letter by **March 23, 2018**. Indicate that you are applying for the Lead Historical Interpreter position at Victoria Settlement. Applications can be sent to:

Suzanna Wagner, Program Coordinator

Alberta Culture and Tourism  
8820 112 Street NW  
Edmonton, Alberta T6G 2P8

Phone: (780) 431 2311  
Fax: (780) 427 5598  
Email: [suzanna.wagner@gov.ab.ca](mailto:suzanna.wagner@gov.ab.ca)

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