



## CRANBROOK HISTORY CENTRE

<b>Job Title:</b> Historical Interpreter
<b>Remuneration:</b> \$15.45
<b>Hours of Work:</b> full time, temporary position. Requires flexible evening, weekend, and holiday availability.
<b>Reports to:</b> Programming Coordinator

### Cranbrook History Centre:

The Cranbrook History Centre is a history museum located Cranbrook BC, which is situated on the traditional Ktunaxa homeland. At the museum, we preserve and display internationally recognized paleontology specimens, a nationally designated railcar collection, and serve as a regional repository for the history of the East Kootenay for all people to explore and discover. The museum relies on a small and motivated team who are all passionate about providing memorable experiences to our visitors through events and programs that connect with our community and visitors from around the world.

### 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, they are expected to assist with one of the museum's three summer programs as the Field Trip Leader, Pop-Up Museum Program Assistant or Walking Tour Guide. In these roles they will deliver 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.

### Key Areas of Responsibility:

- 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 three summer public programs (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.
- Other duties as required.

### **Core Competencies and Qualifications:**

- 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.
- Must be able to walk long distances and stand for long periods of time.
- Proven organizational and task management skills.
- Experience working with diverse audiences and groups.
- Have an outgoing personality, enjoy working with the public
- Prefer a background in history, English, museum studies, archaeology, anthropology, tourism, education, or related field.
- 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.
- Vulnerable Persons Criminal Record Check completed
- Level One First Aid
- Must be registered with Young Canada Works at [www.youngcanadaworks.ca](http://www.youngcanadaworks.ca)

### **Equity Statement**

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 LGBTQ+, Person with Disabilities, Indigenous, and visible minorities to apply.

Please note that due to the nature of the train tours, candidates with certain physical disabilities may be unable to perform required tasks.

### **Territorial Acknowledgement:**

We would like to acknowledge that the Cranbrook History Centre is located on the traditional Ktunaxa homeland and extend our gratitude for the opportunity to live and learn in mutual respect and appreciation.

### **Work Hours, Salary and Benefits:**

- This position requires flexible evening, weekend and holiday availability.
- Compensation will be in the form of hourly pay.

Please send your resume and cover letter to [office@cranbrookhistorycentre.com](mailto:office@cranbrookhistorycentre.com) with the subject “CHC Historical Interpreter” We appreciate all applications; however, only short-listed candidates will be contacted.