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The Fort•1884 Barracks Site• Visitor Information Centre• Provincial Historic Area• Original Fort Site

Job Ad – Barracks Site Supervisor (1 Position)

About Us

The Fort Museum of the NWMP and First Nations Interpretive Centre is a non-profit museum and archives in Southern Alberta dedicated to the early histories of Fort Macleod, the Blackfoot, and the North West Mounted Police.

Job Description

The Fort Museum is looking for Barracks Site Supervisor to join their team; this is a seasonal, full-time position for 35 hours/week. The individual in the Supervisor position will assist with the implementation of site programming and interpretation including the planning, development and evaluation of site events and tours. They will help in the presentation of meaningful, captivating, and enjoyable interpretation programs and activities that enhance the overall visitor experience of the barracks historic site. The supervisor will also ensure the facilities are a safe environment for historic site visitors, the general public and employees. They also enhance the museum experience by dressing in period costumes that help to recreate a 19th century atmosphere at the barracks site location.

Additional tasks the supervisor will be responsible for include perform cashier duties, sell admission, and assist in the operation of sales in the gift shop. They will greet and orient visitors; deliver orientation of visitors to the site, public safety, and visitor experience information. They will be responsible for doing the cash out at the end of the day and ensuring that the till balances.

Qualifications

Candidates must be a self-motivated individual who can work both independently and as part of a team. Candidates with experience in tourism, retail, managerial or customer service are preferred but not mandatory. Knowledge and interest in Fort Macleod history, Indigenous history, and the region is an asset. If you are a reliable, flexible, team-player, this position may be for you!

These positions are offered in part by the Young Canada Works in Heritage Organizations grant and therefore we are looking for students that are currently enrolled full-time in post-secondary studies and are planning to return to studies in the upcoming year.

How to Apply

The Fort Museum recognizes the importance of being an equal opportunities employer free from bias and judgment. The Museum will not discriminate against any person with respect to the designated protected grounds. The Museum will try, where feasible, to eliminate systemic barriers to advancement and/or redress the under-utilization of designated groups.

Applicants can apply by emailing their resume to fortmuseum@fortmacleod.com. The application deadline is **April 5, 2024**.