



## ATLAS COAL MINE NATIONAL HISTORIC SITE

Box 521, East Coulee, AB T0J 1B0

Tel: 403.822.2220

[www.atlascoamine.ab.ca](http://www.atlascoamine.ab.ca)

@atlascoalmine

### **Heritage Interpreter 2021**

#### *Job Description*

The role ensures smooth operation of our front-of-house (visitor) services, including conducting a wide range of excellent quality tours and interpretation for the public. Heritage interpreters are also responsible for relief and occasional visitor services responsibilities, including visitor check-in, cash handling, shop restocking, public information and booking tours. All duties must be performed in compliance with the Atlas' occupational health & safety policies, including our COVID-19 mitigation protocols.

#### *Responsibilities:*

- 1) Learn the history of coal mining in the Drumheller Valley, including the work and home life of the miners, the technical operation of the Atlas, and the social context in which the mines operated.
- 2) Learn tours and public interpretation methods, using Atlas Coal Mine program outlines and interpretation standards. Training and tour development will be supported by the curator and line managers.
- 3) Present a minimum of 4.5 hours of high-quality public programming per day, as outlined in daily schedules. This programming will include tippie tours, train tours, tunnel tours, specialty tours, industry familiarity ('FAM') tours as well as privately booked group tours. All tours and public interpretation will be performed in strict compliance with our COVID-19 mitigation protocols. Heritage Interpreters will be responsible for ensuring public compliance with their tour groups and while performing more generalized interpretation duties.
- 4) Perform check-in desk and gift shop duties as needed. This includes cash handling (cash-in/cash-out/transactions), restocking, booking tours, answering phone inquiries and giving tour/site information.
- 5) Assist the maintenance team to perform cleaning duties as needed to a high standard. This includes cleaning bathrooms, historic buildings and general site cleaning (emptying garbages, etc) in compliance with our COVID-19 mitigation protocols.
- 6) As we are a small team at the Atlas, assisting management with other tasks may be required throughout the job term.

#### *Qualifications, Experience, and Competencies:*

We require at least one year of post-secondary education, preferably in history, archaeology, anthropology, education, geology or performing arts. Basic first-aid certification is required prior to the first day of work. CSA approved steel-toed footwear is required. A valid driver's license is required. A positive, flexible, caring attitude is a must and we expect all Atlas employees to take care of themselves, their team mates and our visitors throughout their work term.

We thrive in a diverse work environment and encourage all qualified applicants to apply.

#### *Work Environment and Compensation:*

The Atlas is an outdoor historic industrial site in a rural location. All site buildings are designated historic resources. Work conditions can be challenging at times, due to the nature of the site and the Drumheller environment (extreme heat during the summer, difficult local terrain, historic buildings).

Heritage interpreters will work a rotating schedule, including weekends. Full time heritage interpreters will work 37.5 hours a week, part-time heritage interpreters will be scheduled as required. In all cases hours per week will not normally exceed 44.

Rate of pay is \$17.00/hour.

To apply, please email with cover letter and resume to [recruitment@atlascoalmine.ab.ca](mailto:recruitment@atlascoalmine.ab.ca) (ATTN: Jay Russell) and reference the job post in the subject line.



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Application Deadline: Sunday, February 28<sup>th</sup>, 2021

All seasonal posts are grant dependent and preference will be given to applicants eligible for Young Canada Works (YCW) funding. Check your eligibility for YCW [here](#).

All candidates must be legally entitled to work in Canada.

The Atlas Coal Mine National Historic Site is committed to an equitable, diverse, and inclusive workforce. We welcome application from all qualified persons. We encourage women; First Nations, Métis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expressions; and all those who may contribute to the further diversification of ideas at the Atlas to apply. We thank all who express interest in this position, however, only those selected for an interview will be contacted.