



ATLAS COAL MINE NATIONAL HISTORIC SITE

Box 521, East Coulee, AB T0J 1B0

Tel: 403.822.2220

www.atlascoamine.ab.ca

@atlascoalmine

Interpreter Team Lead 2022

Job Description

The role ensures smooth operation of our front-of-house (visitor) services, including conducting a wide range of excellent quality tours and public interpretation. It also ensures the smooth operation of our frontline staffing, including assisting with daily frontline staff scheduling, pro-active problem solving, and leading daily team meetings. The Interpreter Team Lead is also responsible for relief and occasional check-in desk and gift shop responsibilities, including cash handling, shop restocking, public information and booking tours. Finally, they are responsible for assisting with a range of cleaning duties, including ensuring our washrooms, buildings and general site areas are kept clean and in-line with our COVID-19 mitigation protocols. All duties must be performed in compliance with the Atlas' occupational health & safety policies.

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 public tours and public programming methods, using Atlas Coal Mine program outlines and interpretation standards. Training and tour development will be supported by the curator and line managers.
- 3) Assist with update daily staffing schedules to account for changes in tours, staffing levels and other circumstances.
- 4) Lead daily frontline team meetings and pro-actively engage with issues that arise over the season. The Interpreter Team Lead is a first point of contact for our interpreter team and a liaison between frontline staff and management.
- 5) Present a minimum of 4 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. The Interpreter Team Lead will be responsible for ensuring public compliance with their tour groups and while performing more generalized interpretation duties.
- 6) 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.
- 7) 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.
- 8) 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. Some management experience would be an asset. 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. Proof of COVID-19 vaccination (as outlined in Alberta's REP) or valid medical exemption is required prior to commencement of position. A positive, flexible, caring attitude is a must and we expect all Atlas employees to take care of themselves, their teammates 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:



**ATLAS COAL MINE
NATIONAL HISTORIC SITE**

Box 521, East Coulee, AB T0J 1B0

Tel: 403.822.2220

www.atlascoamine.ab.ca

@atlascoalmine

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).

Interpreter Team Leads will work a rotating schedule, including weekends, 37.5 hours a week. Hours per week will not normally exceed 44.

Rate of pay is \$17.50/hour. The post term is from May 5 through Sept 5, 2022.

This position is funding-dependant and all successful applicants must be eligible for the Young Canada Works in Heritage Organizations program. Eligibility requirements are available here: <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>

To apply, please send a cover letter and resume to Jay Russel (Curator): recruitment@atlascoalmine.ab.ca. Deadline is: Feb 14, 2022.