



www.cmags.org  
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Position: **NWMP Barracks Site Attendant - Summer 2016**  
Wage rate: \$14.25/hour  
Hours: Wednesday-Sunday, 37.5 hours/week for 14 weeks  
Start date: May 18 - August 21, 2016, pending funding approval from Canada Summer Jobs

Background: The NWMP Barracks is a provincial historical resource on Main Street, operated by the Canmore Museum & Geoscience Centre, and open to the public daily in the summer months. Canmore is located in the Canadian Rockies, 20 minutes east of Banff and one hour west of Calgary, Alberta. The Barracks Attendant will oversee the day-to-day operations of the site and assist with children's programs and special events offered at the Barracks. This position is ideal for a 2<sup>nd</sup> to 4<sup>th</sup> year post-secondary student in Tourism, Communications, Interpretative Studies, Education or Museum Studies, preferably with a background or interest in western Canadian history. Duties include

- daily opening and closing of the Barracks
- outstanding customer service - this entails greeting and engaging with visitors, providing them with interesting and accurate information about the Barracks and its gardens, giving tours on demand, answering general tourist queries and representing Canmore and the Museum Society in a courteous and professional manner
- operating a small gift shop in the cabin including cash handling, daily sales recording and reporting, daily cash balancing, staging merchandise and basic inventory management
- assisting with children's summer programs that take place at the Barracks, on-site organizing and overseeing of Art in the Park (an art market which takes place on the Barrack's grounds every weekend), assisting with all public events, activities and programs that take place on the Barracks grounds including Canada Day @ the Barracks, the annual Miners Day Parade, and Heritage Open House, assisting with planning museum booths and activities for participating at local community events and festivals including Lafarge Open House, Canmore Folk Festival, and the Canmore Highland Games
- working with museum marketing staff to create promotional material, media ads, etc. for events that take place at the Barracks
- various administrative duties including visitor counts and statistics, daily banking, data entry, photo documentation/photo management of all events and activities, development and maintenance of Barracks resource materials and logbooks, participation at weekly staff meetings and monthly reports to the Museum Director
- assisting the museum team with the strategic plan priority of planning the development and enhancement of the Barracks site including building restoration, refreshing the exhibits, researching and updating text panels and publications, brainstorming ideas for new public programming and kids activities, and assisting with the development, organization and delivery of fundraising activities and events to finance these repairs and upgrades
- general custodial duties such as tidying, dusting, cleaning, vacuuming, removing garbage and paper recycling
- from time-to-time the Barracks Attendant may be called upon to work at the museum Front Desk

The ideal candidate:

- is curious and creative, loves learning and sharing knowledge, is comfortable engaging with people and talking about history
- is self-motivated and takes initiative
- works well independently and also as a member of a team
- possesses excellent oral communication skills and excellent people skills
- is customer service-oriented

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### **TELLING THE STORIES OF OUR MOUNTAINS AND OUR COMMUNITIES TO YOU**

Canmore Museum & Geoscience Centre (Centennial Museum Society of Canmore)  
902B 7<sup>th</sup> Avenue – P.O. Box 8849 – Canmore, Alberta, Canada T1W 0C1



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- is versatile, adaptable and has excellent time management skills
- likes and is comfortable working with children, has prior experience working with children K-Grade 7
- has proficiency with Microsoft Office and Google Drive, comfortable working in Microsoft Publisher is an asset
- prior experience interpreting or tour guiding is an asset
- prior experience working in children's programming (eg. summer camps) is an asset
- fluency in English is required. French or other language skills an asset
- First Aid certification is required

Note: This position is dependent on a grant approval through Service Canada - Canada Summer Jobs. We recommend registering with that organization when applying for this position. Applicants must:

- be between 15 and 30 years of age at the start of employment,
- have been registered as a full-time student in the 2015-2016 academic year and intend to return to school on a full-time basis in the fall of 2016,
- be a Canadian citizen, permanent resident, or a person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act, and
- be legally entitled to work in Canada in accordance with Alberta legislation and regulations.

**To apply, contact:** Lachlan Mackintosh, Museum Director  
Canmore Museum & Geoscience Centre  
902B – 7<sup>th</sup> Ave, P.O. Box 8849, Canmore, AB T1W 0C1  
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