

Job Title: INTERPRETIVE GUIDE
Location: Head-Smashed-In Buffalo Jump World Heritage Site
Employer: Pincher Creek & District Historical Society
Salary: \$15.00 - \$18.00/hr (depending on experience)
Hours: 36.25 hr/wk; rotating schedule; work most weekends
Closing: March 31, 2020 – 4:00pm
Term: April 27 – August 31, 2020

About Head-Smashed-In Buffalo Jump:

Head-Smashed-In Buffalo Jump, a UNESCO World Heritage Site, and a Government of Alberta Historic Site and Interpretive Centre that strives to provide all visitors with an unforgettable and educational experience. We provide accurate knowledge on a variety of topics and subjects focusing on the buffalo culture of plains peoples and the archaeology of the site.

Position Summary:

You will help create a unique experience for visitors from around the world while showcasing the buffalo culture of the plains people and the rich archaeological history of Head-Smashed-In Buffalo Jump World Heritage Site. Our goal is to provide outstanding high quality customer service to all visitors to Head-Smashed-In Buffalo Jump World Heritage Site. Under the guidance of the Head of Interpretation, Interpretive Guides will assist/provide visitors with guided tours, building orientations, education programs and special events in an entertaining and informative manner. You will provide accurate information about Head-Smashed-In Buffalo Jump World Heritage Site to visitors. You may also be asked to perform other duties by the GOA On-Site Supervisor. At times you will be required to work under pressure of high visitor volume and schedules with little direct supervision while providing excellent customer service at Head-Smashed-In Buffalo Jump World Heritage Site.

Qualifications:

- High School Diploma or Equivalent
- Possess a valid Alberta Driver's License and own transportation to and from work site or the Fort Macleod meeting location for free daily shuttle service (staff only)
- Current clear RCMP/Police Criminal Record Check (CRC). CRCs obtained at Police Station in the municipality where you reside. CRC must be submitted with application for employment, and further the (original document must be given to Employer prior to commencement of duties)
- Must have professional attitude
- Experience in presenting to large groups of people, and working with children of various ages an asset.
- Able to work with limited supervision, willing to learn and accept new ideas and demonstrate initiative
- Must be willing and able to undertake some physical work including lifting and extensive walking both indoors and outside; both up and down trails or stairs
- Knowledge of Blackfoot Culture and an ability to speak or understand Blackfoot preferred.

Duties:

- Act as an ambassador of Head-Smashed-In Buffalo Jump World Heritage Site while maintaining a good sense of humour and performing all required duties in a positive, professional and cooperative demeanour in all interactions with visitors and coworkers including on-site supervisors and management.
- As scheduled or requested, set up for and deliver Education Programs, Guided Tours, Presentations, Special Event Programs and Public Programs on subjects represented in the building and upper and lower trails in a professional, accurate and pleasant manner to enrich the experience of visitors.
- Circulate through the building and along the upper and lower trails to answer questions and respond to routine visitor requests in a polite and helpful manner that engages the interests and participation of visitors to the highest standards of interpretation.

- Undertake traditional activities including but not limited to drumming, dancing, singing, games, and storytelling related to Blackfoot & Native Plains Culture.
- Operate the theatre and other technical systems as per training and requirements.
- Assist with opening and closing the building in the presence of GOA staff only, as requested.
- Interact and communicate with all coworkers including on-site supervisors and management in a professional manner with a cooperative and positive attitude.
- Meet work schedule requirements in a timely and consistent manner.
- Participate in all training and evaluation as requested by on-site supervisors.
- Report to GOA On-Site Supervisor all safety concerns and/or visitor conduct issues observed on site.
- Look for ways to better serve Head-Smashed-In Buffalo Jump World Heritage Site and bring new and creative ideas to the Head of Interpretation or their designate.
- Study and adhere (both to the letter and the spirit) to policies and procedures as outlined.
- Physical ability includes extensive walking inside and outside; heavy lifting may be required
- Perform other assigned duties as required including but not limited to assisting other guides and cleaning.

Performance Standards:

Interpretive Guides evaluated on quality of program presentations, interactions with visitors, thoroughness in performing duties, attitude, punctuality, dependability, ability to operate as a team player, initiative, mature judgment, relationships with coworkers, management and visitors, flexibility and willingness to learn. Practice of good hygiene and neatness is essential. Proper attire is mandatory; which includes Head-Smashed-In Buffalo Jump designated uniform; name badges, and comfortable closed toed shoes.

Reporting Relationships:

As designated by the Pincher Creek and District Historical Society, Interpretive Guides will deliver services and meet performance standards under the guidance of the Head of Interpretation. For employment issues contract Visitor Services staff must deal with their employer being the President of Pincher Creek and District Historical Society.

How to Apply:

Attention: **Colleen Cyr, Pincher Creek & District Historical Society**
 Email: **mail.kbpv@gmail.com**
 Fax: **403-627-5850**
 In person: **1037 Bev McLachlin Drive, Pincher Creek**

Application MUST INCLUDE up-to-date résumé with cover letter, three current references, current clear RCMP/Police Criminal Record Check

We thank all applicants for their interest. All applications will be reviewed to determine which candidates best meet the needs of available positions. Only those individuals selected for interviews will be contacted.