

## Historic Sites and Museums, Turner Valley Gas Plant

**Job Title:** Seasonal Program Coordinator, of Interpretation  
**Location:** Turner Valley, Alberta  
**Type:** Program Services classification –April and September - October, up to 29 hours per week. May 1 – September 2, 2019, up to 36.25 hours per week.  
**Competition closes:** March 19, 2019

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### About Us

Turner Valley Gas Plant is Western Canada's first commercial oilfield and processing plant. The Turner Valley Gas Plant is a Provincial Historic Resource as well as a National Historic Site. Its story is a significant aspect of Alberta's development and of Canada's natural resources history.

The plant shut down operations in the 1980s, was designated a historic resource and is now preserved to allow visitors access to some areas to learn this important part of Alberta's history. The buildings and equipment reflect the evolution of natural gas processing and the technological changes in the oil and gas sector.

Guided tours around the site, exhibit hall, and through some of the historic buildings are offered through the summer season on weekends to the general public, and on specifically requested week days, offering an opportunity for visitors to explore the birthplace of Alberta's petroleum industry.

### Role of this position

We are looking for an enthusiastic individual with at least two years post-secondary education, experience in historic site, parks or museum interpretation and program planning, community relations, who has a passion for learning, and excellent and proven leadership and organizational skills.

As Seasonal Program Coordinator you will be the on-site liaison for the Site Manager who is based in the Edmonton, Historic Sites and Museums office, and will provide leadership to a small workplace team responsible for interpretive tours, all site special tour bookings, promotions of site programs, planning workshops and/or events, and planning of school programs for fall implementation as well as overseeing of administrative aspects of site operations. The incumbent will be working, at a distance or on site, with museum professionals and has an opportunity to learn about operations of a historic site/museum.

Areas of leadership include managing staff, providing daily supervision, managing program implementation, scheduling, evaluation, and submitting reports. Seasonal Program Coordinator will also be responsible to check Okotoks Erratic site weekly and to travel to Calgary office from time to time. The Seasonal Program Coordinator will be the primary onsite contact for media, booking requests and general site inquiries.

A successful candidate for this position will be a self-starter who is able to speak confidently to audiences of various sizes with a variety of ages, and who is able to assimilate large amounts of

information quickly. Job specific training is provided April 1 to May 12, 2019 and continues throughout the summer season. Work hours and days will be part time (up to 21.75 hrs/week) through April, full time (36.25 hours/week) May – September 2, and part time throughout September and October.

The duties of all site staff will include the collection of admission fees and visitor statistics, administering site surveys, promotion and marketing, day-to-day administration, and maintaining the general cleanliness and order of visitor facilities. This position is primarily weekend with a couple of week days work for May – September, and will require you to work or travel alone on occasion.

### **Qualifications**

At least 2 years post-secondary education and one season of experience in historical interpretation is required for this position. The successful applicant will have a current **Standard First Aid Certificate** and a **Class 5 driver's license**. **Successful candidate must provide proof of first aid training, a driver's abstract and undergo security screening before hiring.**

The following education is desirable: Historical Interpretation, Education, Canadian History (with a focus on settlement), Sciences, Marketing and/or Recreation.

### **Salary**

**Hourly Wage position – PS1, \$28.77/ hour**

Closest town for rental accommodations is Turner Valley as well as Black Diamond, Millarville and Okotoks. Personal transportation is required.

This position runs from **April 1 to October 31, 2019.**

### **How to Apply**

Please submit your resume and a cover letter to [Olga.Fowler@gov.ab.ca](mailto:Olga.Fowler@gov.ab.ca) **in PDF format only**. Indicate that you are applying for the **Seasonal Program Coordinator positions at Turner Valley Gas Plant**.

For more information about the site visit: [turnervalleygasplant.ca](http://turnervalleygasplant.ca)

### **Closing Statement**

Thank you to all applicants for their interest. All applications will be reviewed to determine which candidates' education and experience best meets the needs of the position. Only individuals selected for interviews will be contacted.