

Job Title:	Historic Site Interpreter
Purpose:	The Historic Site Services and Interpreter will take on daily visitor interactions while keeping the Site ready to receive guests. Learning and sharing the history of the McLean Mill and surrounding community, as well as providing information about current activities, local businesses, and accommodations. Working front line in all aspects of both our commercial and historic activities they will also assist in the further development of our exhibits, in-person tours as well as our virtual assets to enhance the historic understanding of the Site and its important place in the story of Canada. Working not only to understand, maintain and care for the Site and the history it contains but also how it connects to the larger heritage network that spans our region and sharing it with our community and visitors.
Reports to:	Historic Site Supervisor
Direct Reports:	None
Compensation:	\$17.85/hr Full Time seasonal 35hr/week May 2, 2025 - July 3, 2025

Duties and Responsibilities:

- Learn, Share and Promote the historical value of the Site
- Provide accurate information to visitors regarding heritage, services, events, etc., options and costs, and suggest suitable products via mail, phone, email and in person
- Work as part of our Team assisting individuals or groups to ensure a positive and educational experience
- Promote and sell all on-site products and services, focusing on Merchandise, Tours and Events
- Develop and host entertaining and educational Tours and Events for visitors
- Develop, maintain and care for educational displays of historic importance
- Ensure the Site is well maintained, clean and safe
- Day to day ground maintenance
- Ensure visitor understanding of information provided
- Create and distribute promotion materials
- Develop and implement new and interesting Marketing initiatives
- Maintain Social Media presence promoting the site, services and products
- Review existing materials and update them as necessary
- Gather information and develop new resources
- Assist with duties in Admin and Giftshop when necessary
- Comply with professional dress code and grooming standards
- Follow all Standard Operating Procedures as outlined for the Visitor Centre
- Perform other administrative tasks as required
- Ensure the cleanliness and hygiene of restrooms, including regular cleaning, restocking of supplies, and addressing any maintenance needs

Qualifications:

The successful applicant must complete the following training:

- Destination BC - Visitor Centre Basics
- SuperHost® Service For All™
- SuperHost® Foundations of Service Quality™

The successful applicant must have a good knowledge of and be proficient in:

- Public speaking and providing verbal information to guests.
- Some basic knowledge of cash handling, sales and marketing
- Basic computer skills and social media skills

The successful applicant must demonstrate the following skills;

- Strong communication skills both verbal and written
- Analytical and problem-solving skills
- Verbal, written and listening communication skills
- Attention to detail and accuracy
- Good organizational and time management skills
- Customer relationship and service skills

The successful applicant must possess the following attributes;

- Friendly and approachable
- Be sensitive and be culturally aware
- Flexibility and the ability to work on one's own.
- Integrity and confidentiality in all aspects of business

Physical Requirements:

The Historic Site Interpreter role at McLean Mill National Historic Site requires a combination of administrative work and hands-on operational responsibilities. The physical demands of the job include, but are not limited to, the following:

General Physical Demands:

- Ability to stand and walk for extended periods (up to 6-8 hours per shift) while assisting visitors, overseeing events, and managing retail operations.
- Frequent movement around the site, including walking on uneven terrain, gravel pathways, and wooden boardwalks.
- Occasional lifting, carrying, pushing, or pulling of materials, supplies, or event equipment (up to 40 lbs).
- Frequent bending, stooping, kneeling, and reaching while setting up displays, stocking shelves, or arranging event spaces.
- Ability to climb stairs and ladders as needed for storage access and site maintenance inspections.
- Work outdoors in various weather conditions, including heat, rain, and cold, to support events and site operations.

Environmental Considerations:

- Exposure to outdoor elements such as dirt, dust, insects, and fluctuating temperatures.
- Working in both indoor and outdoor settings, including historical buildings, offices, event spaces, and gift shop areas.

Sensory and Communication Requirements:

- Ability to communicate effectively in a busy environment, including speaking over background noise and engaging with large groups of visitors.
- Strong visual acuity for reading documents, operating a computer, and managing cash transactions.
- Ability to hear and respond to visitor inquiries, phone calls, and emergency situations.

Schedule and Work Expectations:

- Flexibility to work varied schedules including evenings, and holidays based on event and operational needs.
- Ability to adapt to a fast-paced work environment with shifting priorities and multiple responsibilities.

This position requires an individual who is physically capable, adaptable, and comfortable working in both office and outdoor settings to ensure a seamless visitor experience at McLean Mill National Historic Site.

How to Apply: Please apply with your resume and cover letter by email to elliott@albernichamber.ca