



Employment opportunity at Rutherford House!

Rutherford House Provincial Historic Site is looking to fill two full-time, permanent Senior Historical Interpreter positions.

Reporting to the Facility Supervisor at Rutherford House and working as part of the visitor services and education team, the Senior Historical Interpreter is responsible for developing, delivering, and evaluating year-round interpretive, educational, and special event programming at Rutherford House. Main duties include training new interpretive staff, booking school and public educational programs including birthday parties, and providing daily guidance to the visitor services/education team of interpreters while personally leading programs and providing information, orientation, and guided tours to facility visitors as required. This position will assist with the research and planning of education programs as well as coordinating volunteer activities at the site. The position will also assist in the maintenance and interpretation of the historic garden program at Rutherford House and will take part in ensuring that the house and its artifacts are maintained for their protection and for the benefit and enjoyment of the visiting public. This position also includes acting as liaison with maintenance and cleaning staff.

Qualifications

University graduation in a related field (e.g. history, public programming, recreation, or other related discipline) no experience required; or equivalent as described below.

Equivalency: Directly related education or experience considered on the basis of:

- 1 year of education for 1 year of experience; or
 - 1 year of experience for 1 year of education.
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- Experience in programming for children, families, and adults in an educational, cultural, or public setting is an asset.
 - Excellent communication, organizational, and interpersonal skills.
 - Positive attitude, energetic and enthusiastic personality.
 - Ability to work independently as well as a member of a team.
 - Ability to work flexible schedule including weekends is required.
 - Experience with Microsoft Office applications is required.
 - St. John Ambulance Standard First Aid is required.

APS Competencies

Competencies are behaviors that are essential to reach our goals in serving Albertans. We encourage you to have an in depth understanding of the competencies that are required for this opportunity and to be prepared to demonstrate them during the recruitment process.

This link will assist you with understanding competencies: https://www.alberta.ca/system/files/custom_downloaded_images/psc-alberta-public-service-competency-model.pdf

In this role, you will contribute to our team by demonstrating the following behavioral competencies:

- **Drive for Results:** Support operational goals and mandates on a daily basis by promoting a client-centered culture. Accurate and timely customer service for programming delivery and responding to client requests is a key priority.
- **Build Collaborative Environments:** Serve as the first point of contact for questions onsite, with a clear understanding of key player roles and responsibilities. Demonstrate resourcefulness. Provide support ranging from school teachers to team members, supervisors, and management.
- **Develop Self and Others:** Champion self-development and improvement. Support an innovative, goal-driven workplace culture by leading by example. Work closely and share knowledge with internal stakeholders to improve efficiency and communication.
- **Develop Networks:** Maintain networks and build relationships with internal and external stakeholders. Work closely with external clients to ensure return business and create a welcoming environment.

Salary

\$2,345.14 to \$3,076.28 bi-weekly (\$61,208 to \$80,290/year)

Notes

Hours of work are 36.25 hours (5 days) per week, 9:00 a.m. to 5:15 p.m. This position may be required to work weekends and statutory holidays. Occasional evening work may be required as well.

Final candidates will be required to undergo a security screening.

Any costs associated with obtaining the required documents/checks as noted or interview travel expenses, will be the responsibility of the candidate. Out-of-province applicants can obtain the required documents/checks from the province they currently reside in.

- Working for the Alberta Public Service – <https://www.alberta.ca/advantages-working-for-alberta-public-service.aspx>
- Pension plans:
 - Public Service Pension Plan (PSPP) – <https://www.pspp.ca>

- Leadership and mentorship programs
- Professional learning and development
- Positive workplace culture and work-life balance
- Opportunity to participate in flexible work arrangements such as working from home up to two days per week and modified work schedule agreements
- Research Alberta Public Service Careers tool – <https://researchapscareers.alberta.ca>

How To Apply

Candidates are required to apply for a job online. Please visit <https://www.alberta.ca/navigating-online-jobs-application.aspx> to learn more about [creating a candidate profile](#) and other tips for the Government of Alberta's online application system.

If you are not currently an employee with the Government of Alberta, the first step in applying for a job is creating your candidate profile within our online application system, [click here](#) to access the main log in page where you are able to 'Create an account', reset your password ('Forgot your password') or 'Sign In' should you already have an account.

Existing employees should access the Career tile in 1GX to submit their application in order to be recognized as an internal applicant.

Once you have created your candidate profile, visit the Alberta Public Service job site to apply for jobs at <https://www.alberta.ca/alberta-public-service-jobs.aspx>.

Applicants are advised to provide information that clearly and concisely demonstrates how their qualifications meet the advertised requirements, including education, experience and relevant examples of required competencies.

Resources for applicants:

- <https://www.alberta.ca/apply-for-jobs-with-the-alberta-public-service.aspx>
- <https://www.alberta.ca/alberta-public-service-hiring-process.aspx>
- <https://alis.alberta.ca/look-for-work/>

It is recommended applicants who have completed post-secondary studies from outside of Canada obtain an evaluation of their credentials from the [International Qualifications Assessment Service \(IQAS\)](#) or from recognized Canadian Credential Evaluator; please visit the [Alliance of Credential Evaluation Services of Canada](#) for more information.

The application deadline is September 17, 2023.

Closing Statement

This competition may be used to fill future vacancies, across the Government of Alberta, at the same or lower classification level.

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements. Only individuals selected for interviews will be contacted.

If you require any further information on this job posting or a copy of the role profile, and/or require a disability related accommodation during the recruitment process, please contact Saren Frias at Saren.Frias@gov.ab.ca.

If this competition is closed as per the closing date noted above, please continue to check <http://www.jobs.alberta.ca> for a listing of current career opportunities with the Government of Alberta.