

# HERITAGE CROWSNEST

**HERITAGE CROWSNEST** – *Heritage Crowsnest is smalltown tourist attractions celebrating stories larger than life. From rum running to tragic explosions, visitors to Alberta’s Crowsnest Pass are captivated by the area’s unique industrial history, exciting criminal ties and unforgettable landscape that has drawn people to the Crowsnest Pass for centuries. Together, the sites operating under Heritage Crowsnest exist to foster heritage legacies of the Crowsnest Pass through sustainable operations, good governance, and tourism growth. Heritage Crowsnest works to foster a consistent and credible tourist experience across all assets operating under the Heritage Crowsnest umbrella, while facilitating sustainability for partner heritage entities.*

## The Opportunity

### Programs Lead

There is an exciting new opportunity in the quaint and unique mountain town, Crowsnest Pass, Alberta. Heritage Crowsnest, a new organization operating the Crowsnest Museum and the Bellevue Underground Mine Tour is seeking an energetic and creative individual as a Programs Lead.

The Programs Lead reports directly to the CEO and is responsible for the planning, managing and execution of programs and events for each Heritage Crowsnest site. Working across departments, the Programs Lead is an integral part of Heritage Crowsnest leadership team by helping to realize impactful events that serve to strengthen our relationships with the community, donors, sponsors, and volunteers and reflects the Heritage Crowsnest brand and mission. Chief responsibilities include managing and implementing summer tour programming at the Bellevue Underground Mine, annual planning of regular and unique events, hosting educational tours at multiple heritage sites, and helping organize major fundraisers.

2022 will be an exciting year for Heritage Crowsnest highlighting events and programs surrounding the 100<sup>th</sup> year since the infamous rum running murder of an Alberta Provincial Police Officer, Constable Stephen Lawson.

**Position:** 5 days/week, 7.5 hours per day

**Rate:** Between \$36,000 and \$40,000/year salary. (Based on qualifications and experience)

#### Responsibilities:

- Administering all programming and events for all Heritage Crowsnest sites.
- Creation or adapting programs of all Heritage Crowsnest sites.
- Monitoring programmed tours for quality control and visitor enjoyment.
- Chair Specific and Ad-Hoc operational committees
- Help plan and carry out Heritage Crowsnest events and fundraisers.

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## Requirements:

- Completed post-secondary education preferred with a focus in Museum Studies, History, Business Management, or Events Planning.
- Minimum of 3 years professional experience leading and supervising staff, facility management, interpretation, and events.
- Past work experience with the development/implementation of programs and events, as well as experience managing/administering program budgets, contracts, and staff.
- All Heritage Crowsnest Employees are required to be fully vaccinated against COVID-19. Employment candidates must demonstrate during the recruitment process that they are Fully Vaccinated in accordance with the Centre's COVID-19 Vaccination Directive as a pre-condition of employment.

## Skills and Abilities

- Excellent interpersonal and communication skills (verbal and written)
- Proven organizational and time management skills
- Ability to establish and maintain cooperative relationships with groups, organizations, artists, and internal/external partners
- Ability to work independently and in a team environment
- Knowledge of the culture and heritage activities in the community, and organizations providing services in these areas

To apply, please e-mail cover letter and resume to:

Chris Matthews – CEO at [chris.cnmuseum@shaw.ca](mailto:chris.cnmuseum@shaw.ca)

Deadline for applications is January 14, 2022, or until a suitable candidate is found.

Heritage Crowsnest wishes to thank all applicants, however only short-listed applicants will be notified. Heritage Crowsnest is an equal opportunity employer.