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## HERITAGE RESOURCES INTERN

### ROLE DESCRIPTION

The Canmore Museum is seeking a highly motivated, clever and gifted recent postsecondary student or graduate to support the Canmore Museum and the Town of Canmore with heritage planning projects over the summer of 2022. As a member of our team, the Heritage Resources Intern will work to preserve built heritage in Canmore while respecting industry standards of practice and direction provided by the project leads.

### DUTIES

Specific responsibilities include the completion of Heritage Site Assessments and the production and development of research to support greater understanding of local cultural and built heritage within the Canmore townsite.

The successful candidate will apply their understanding of land use planning, architectural history, and community engagement to these assignments over a defined 10 week period. To apply, you must enjoy design thinking and critical investigations of social, cultural and environmental issues as they relate to the preservation of local heritage.

#### Job Duties:

- Prepare research on built and cultural heritage within the townsite,
- Update the Canmore Built Heritage Inventory/Survey
- Audit the existing Municipal Heritage Inventory Map,
- Conduct 'windshield surveys' and property photography following the standards for Municipal Inventory provided by Alberta Historic Resource Management Branch and the Canmore Museum.
- Undertake "field research" including site visits to archives, outreach with property owners, and communication with Parks Canada to collect information, pictures and stories associated with Canmore's built heritage.
- Research and review best practices for heritage conservation.
- Attendance/ participation at meetings including the Canmore Heritage Advisory Committee.
- Preparation of heritage planning reports.

### WORK ENVIRONMENT

The Canmore Museum is a non-profit organization that was formed in 1984 and operates the Canmore NWMP Barracks as a seasonal provincial heritage site with a firm commitment to Truth and Reconciliation work as outlined in the Truth and Reconciliation Commission report and UNDRIP principles.

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

## **QUALIFICATIONS**

- Post-secondary graduate from a recognized Urban Planning, Architecture or Environmental Studies program.
- Strong knowledge and/or previous experience in research, urban design, and assessments of built and cultural heritage.
- Intermediate knowledge of all Google Workspace and Microsoft applications. Exceptional organizational skills.
- Ability to communicate and engage with a wide variety of audiences and stakeholders including the capacity to present ideas, produce written summaries and communicate ideas clearly.
- Capacity to multi-task and work in a fast-paced work environment with frequent interruptions and open dialogue.
- You must have an interest in a wide variety of heritage planning issues with a particular understanding of architectural history, urban design, communications and public engagement.

Conditions of employment:

- be a Canadian citizen or a permanent resident, or have refugee status in Canada; ...
- be legally entitled to work in Canada;
- be between 16 and 30 years of age at the start of employment;
- Be available for the full period of employment
- Be willing to work weekends and holidays

## **APPLYING**

Candidates must apply on or before May 15 by submitting their CV and a cover letter to:

Ron Ulrich, Executive Officer  
hr@canmoremuseum.com

Questions about the position can also be directed to Kevin at this same email.

## **ABOUT US**

Known as Chuwapchipchiyan Kudi Bi by the Stoney Nakoda, Canmore is defined by the rugged Canadian Rocky Mountain landscape that surrounds us and shaped by the culture, language and traditions of those that have called this place home for over 10,000 years. Located in the heart of our charming and historic downtown, the Canmore Museum and the NWMP Barracks Provincial Historic Site's collections, programs and exhibitions provide numerous opportunities to explore and experience our mountain landscapes, culture and community.

Canmore and all of the Bow Valley is located on the traditional lands of Indigenous Peoples as referred to in the United Nations Declaration on the Rights of Indigenous Peoples. This relationship to the land is further declared by the National Indian Brotherhood (now Assembly of First Nations), in A Declaration of The First Nations (1981). Historically, there is a long-standing connection to the Bow Valley around Canmore for many Indigenous nations – Stoney Nakoda, Blackfoot, Tsuut'ina, Ktunaxa, Secwepemc, Dene, Mountain Cree, and Métis. We acknowledge that we are on territory known as Treaty 7, which is a treaty signed on behalf of Queen Victoria in 1877, with the Stoney Nakoda (Bears paw, Chiniki, and Wesley), Blackfoot Confederacy (Kainai, Piikani, and Siksika), and Tsuut'ina Nations.

**For more information about the Canmore NWMP Barracks and the Canmore Museum, visit [canmoremuseum.com](http://canmoremuseum.com)**