

## JOB DESCRIPTION



# MUSEUM INTERPRETER/DIGITAL CURATOR

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## ABOUT THE CANMORE MUSEUM

The Canmore Museum is a not-for-profit society founded in 1984, and has been the trusted custodian of our shared heritage, collective memories, and what matters most to this community for nearly five decades. Our work is a catalyst for community building, collective learning, and social sustainability. Our mission is to ignite collective experiences and unexpected connections. To do this, we consistently bring people together around our shared mountain landscapes and Bow Valley art, culture, heritage, and places, incorporating STEAM learning (science, technology, engineering, art and math) in creative ways to build a stronger, more connected community.

The Canmore Museum is deeply committed to the work of community building through culture and history, and to bringing diverse communities together to strengthen society. This includes a commitment towards Truth and Reconciliation with Treaty 7 Indigenous communities, and equity, diversity and inclusion. We embark on this journey with humility, as we build relationships with the many diverse communities and histories, here in Canmore.

## ABOUT THE OPPORTUNITY

Do you have a passion for history? Do you enjoy interacting with people of all ages?

The Canmore Museum is looking for a Heritage Interpreter/ Digital Curator for the summer of 2026.

This role will engage with visitors at the NWMP Barracks and the Museum. Reporting to the Programs Manager, this position will appeal to anyone with an interest in the human history of the Rocky Mountain region of Southern Alberta. The Heritage Interpreter/ Digital Curator role is ideal for an emerging heritage or museum professional interested in developing practical experience in interpretation, public programming, curatorial research, and digital engagement.

Funded through the Young Canada Works Building Careers in Heritage Program, this opportunity supports young Canadians in gaining paid, career-oriented experience in the cultural and heritage sector while strengthening their official-language skills and employability. The successful candidate

will enable active, engaging, and inclusive learning experiences for visitors at the historic NWMP Barracks and the Canmore Museum.

## **RESPONSIBILITIES**

### **Interpretation, Programming & Public Engagement**

- Develops and delivers interpretive presentations, programs and activities to provide visitors to the Canmore NWMP Barracks Provincial Historic Site with opportunities to discover, appreciate, and learn about the history of Canada's Mounted Police in Canmore and the Bow Valley.
- Guides visitors of all ages through exhibitions, explaining cultural significance of collections and historic sites.
- Translates complex and layered histories into accessible narratives that foster critical thinking and reflect multiple perspectives.
- Use interactive techniques that encourage visitor dialogue, questioning, and discovery.
- Represents the museum's mission, values, and welcoming spirit in all public interactions.
- Historical interpreters working at the Canmore NWMP Barracks Provincial Historic Site also support on-site visitor information services, retail services and provide on-site security and minor first aid (as required).

### **Research & Digital Curation**

- Conducts research on the history of the Canmore NWMP Barracks, associated collections, and related community stories.
- Works with the collection and uses collections management software.
- Works with the Program Manager to produce interpretive content for the museum's mobile app to improve remote access and engagement.

## **QUALIFICATIONS**

### **Required (YCW eligibility):**

- Be between 16 and 30 years of age at the start of employment.
- A Canadian citizen or permanent resident, or have refugee status in Canada.
- Legally entitled to work in Canada.
- Must apply through and meet eligibility requirements set by **Young Canada Works**.

### **Skills & Attributes:**

- A basic working knowledge of western Canadian settlement history, Canmore history and Indigenous culture and traditions are considered assets.
- Registered as a full-time student in a recognized institution (CEGEP, College, University, etc.) and returning to full-time studies for the next academic term (Fall 2026) OR recently graduated from a post-secondary institution.
- Enrollment or graduation from studies related to Canadian history, museum studies, Indigenous studies, education, and performing arts is considered an asset.

- Strong communication and interpersonal skills; comfortable with public speaking.
- Strong research and writing skills.
- Experience in heritage interpretation, cultural programming, digital storytelling, theatre/performing arts, and story-telling is considered desirable.
- A valid first-aid certificate is a valued asset.
- Collaborative skills to work in a team environment.
- English is required and French is considered a strong asset. This position offers opportunities to work in both official languages.
- Experience working with digital content creation, curation is an asset.
- Knowledge of PastPerfect or other collections management software is an asset.
- Ability to work as a member of a team and independently.
- Ability to work weekends and holidays.
- Must be available for the full period of employment.

### **POSITION DETAILS & EXPECTATIONS**

**Employment period:** May 13, 2026 – August 30, 2026 (16 weeks)

**Hours:** Full-time at 37.5 hours per week, Wednesdays to Sundays, in person

**Wage:** \$21/hour

**Worksite:** Canmore Museum & NWMP Barracks (Canmore, Alberta)

**Language:** English and French (desired)

**Housing:** No staff housing. Independent accommodations must be arranged by employee.

**Application Deadline:** April 17, 2026

**Interviews:** April 20 to 24, 2026 - in person or virtually

**HOW TO APPLY** Please submit your resume and cover letter to Programs Manager, at [programs@canmoremuseum.com](mailto:programs@canmoremuseum.com). We thank all candidates for their interest, however only those selected for an interview will be contacted.