



ATLAS COAL MINE NATIONAL HISTORIC SITE

Heritage Conservation Assistant

Job Description

This role ensures the smooth operations of the Conservation and Maintenance Department and involves a wide range of tasks including washroom cleaning/sanitation, lawn maintenance, pest management, building upkeep, historic resource conservation, exhibit fabrication, and more. As the Atlas team is small, the Conservation Assistant may be called upon for occasional public tours and will be expected to assist as needed with public-facing duties. All duties must be performed in compliance with the Atlas' occupational health & safety policies.

Responsibilities:

- 1) Clean and maintain the Atlas' historic buildings, ensuring they are a welcoming environment for the Atlas' visitors and staff. Including but not limited to mopping, dusting, window washing, sweeping, sanitizing, and painting. All maintenance and preventative conservation work will be done in compliance with the *Standards and Guidelines for the Conservation of Historic Places* document and in collaboration with the Director of Conservation and Maintenance and our Provincial advisor.
- 2) Clean and maintain the Atlas' historic landscape to enhance visitor experience and visitor/staff safety. Duties include but are not limited to lawn care (including the use of lawnmowers and weed whippers), litter removal, painting, ditch maintenance, and track maintenance. This role will assist with in-depth historic landscape conservation, done in compliance with *Standards and Guidelines for the Conservation of Historic Places* document and in collaboration with the Director of Conservation and Maintenance and our Provincial advisor.
- 3) Complete complex exhibit fabrication tasks, as required.
- 4) Event preparation, including our 2025 May Day and Christmas in the Coulee events.
- 5) Assisting in the upkeep of a clean and welcoming workspace, by keeping the work areas and tools clean and ready for the next person.
- 6) Complete and, when necessary, develop digital and analog work logs. Assist Atlas team members with our CMMS program.
- 7) Work with and develop plans for projects, including our major 2025 exhibit project: Pit Ponies.
- 8) As part of the Conservation and Maintenance team, provide guidance and mentorship for our Locomotive Technician and site volunteers.
- 9) Maintain both public and staff washrooms in a clean and sanitary manner.
- 10) Learn the history of coal mining in the Drumheller Valley, including the work and home life of the miners, the technical operation of the Atlas, and the social context in which the mines operated.
- 11) As we are a small team at the Atlas, assisting others with tasks may be required throughout the job term.

Qualifications, Experience, and Competencies:

Required:

- At least two years of post-secondary education, preferably in archaeology, museum studies, theatre technician, a closely related discipline, or 3 years equivalent work experience.
- Basic first-aid certification (prior to first day of work).
- A valid driver's license.
- Basic skills with hand and power tools.
- Basic skills with a variety of lawn maintenance equipment.
- Experience with computerized maintenance management systems.



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- A positive, flexible, caring attitude is necessary, and we expect all Atlas employees to take care of themselves, their teammates, and our visitors throughout their work term.

Desirable:

- Mechanical repair experience.
- Familiarity with exhibit fabrication theory and practice.
- In-depth knowledge and experience working with Parks Canada's *Standards and Guidelines for the Conservation of Historic Places* document is considered an asset.
- A keen interest in industrial history, archaeology, and/or engineering.
- Experience working with designated heritage resources and government regulations related to them.

We thrive in a diverse work environment and encourage all qualified applicants to apply.

Work Environment and Compensation:

The Atlas is an outdoor historic industrial site in a rural location. All site buildings are designated historic resources. Work conditions can be challenging at times, due to the nature of the site and the Drumheller environment (extreme heat during the summer, difficult local terrain, historic buildings). The job requires working over rough terrain, crouching, stretching, and lifting up to 25kg. CSA approved steel-toed footwear is required while working on site.

The Conservation Assistant will work a rotating schedule, including weekends. Conservation Assistant will work 37.5 hours a week, and hours per week will not normally exceed 44.

Rate of pay is \$22.00 - \$24.00/hour. The post term is from March 24 through Dec 24, 2025.

To apply, please send a cover letter and resume to Jay Russell (Curator): recruitment@atlascoalmine.ab.ca. Deadline is: Feb 9, 2025.