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The Fort•1884 Barracks Site• Visitor Information Centre• Provincial Historic Area• Original Fort Site

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## **Job Ad – Concession Attendant**

### **About Us**

The Fort Museum of the NWMP and First Nations Interpretive Centre is a non-profit museum and archives in Southern Alberta dedicated to the early histories of Fort Macleod, the Blackfoot, and the North West Mounted Police.

### **Job Description**

The Fort Museum is reopening its concession after several years of closure in order to enhance visitor experience, provide convenient access to refreshments, and support families, school groups, tour groups, and community event attendees. Concession Attendants will play a key role in re-establishing this service and ensuring it operates smoothly throughout the spring-to-fall season.

The Concession Attendants will be responsible for running the concession during regular museum hours as well as during special events such as Canada Day, Heritage Weekend, community celebrations, and other high-traffic days. They will provide friendly, efficient service while performing daily operational tasks that support customer satisfaction and food safety.

Core responsibilities include taking customer orders, preparing and serving ice cream cones, handing out bottled and canned beverages, providing pre-packaged snacks, and ensuring stock levels remain adequate throughout the day. Attendants will restock freezers, refrigerators, and supplies; track quantities of food and drink used; and assist with simple inventory management. They will also process payments accurately and operate the concession point-of-sale system. Maintaining a clean, safe, and welcoming environment is essential. Concession Attendants will be responsible for cleaning food preparation areas, wiping down counters, monitoring garbage and recycling containers, and keeping the outdoor picnic area tidy for guests. As frontline representatives of the museum, concession staff are also expected to provide general visitor information when needed and contribute to a positive overall guest experience.

### **Qualifications**

Candidates must be a self-motivated individual who can work both independently and as part of a team. Candidates with experience in tourism, retail, or customer service are preferred but not mandatory. Knowledge and interest in Fort Macleod history, Indigenous history, and the region is an asset. If you are a reliable, flexible, team-player, this position may be for you!

These positions are offered in part by the Young Canada Works in Heritage Organizations grant and therefore we are looking for students that are currently enrolled full-time in post-secondary studies and are planning to return to studies in the upcoming year.

**How to Apply**

The Fort Museum recognizes the importance of being an equal opportunities employer free from bias and judgment. The Museum will not discriminate against any person with respect to the designated protected grounds. The Museum will try, where feasible, to eliminate systemic barriers to advancement and/or redress the under-utilization of designated groups.

Applicants can apply by emailing their resume to [manager@nwmpmuseum.com](mailto:manager@nwmpmuseum.com). The position will remain open until a suitable candidate has been found.