



Smoky Lake County Regional Heritage Board Heritage Projects Support Job Description

Background

The Smoky Lake County Regional Heritage Board was established by Smoky Lake County to manage aspects of heritage, promote conservation and protection of landscapes and ecological heritage, cultural and built heritage in the Smoky Lake Region and advise County Council on matters relating to these resources. The Board is also responsible for implementation of the Heritage Management Plan 20-year Action List, which requires additional skills from outside people.

Position

Heritage Projects Support

Depending on the project, skills required may lead to more than one contract position.

Schedule and structure

These services are anticipated to extend over a period of time. While videos should be completed during 2017, several tasks will need to be actioned by more than one person and will extend into 2018 with the possibility of additional projects in future. Hours involved in these projects will be part time and inconsistent, thereby requiring personnel with flexible work hours. All tasks will be conducted in association with and consultation with Heritage Board members.

Qualifying Requirements

Tasks outlined below are assisted by support of personnel with specialist functions that require a level of expertise. One position is AV technical in nature, enhanced by creative abilities for video production. The other tasks require knowledge and application of history, as well as abilities in writing, documenting, organizing and conducting presentations and interactive sessions. Preference will be given to applicants who possess a college or university degree in a relevant field (i.e. history) and technical experience in the AV field. The person or persons hired to support projects of the Smoky Lake County Regional Heritage Board must be well-organized, be a good communicator, work well with others and have a drive to achieve desired results.

Responsibilities

Heritage Awareness Projects Support

- Attend meetings relevant to the project/s as required;
- Organize and conduct a tour of County-wide heritage resources;
- Compose, input, and edit, Statements of Significance, historic interpretive text, and various other documents;
- Assist with oral history collection (interviews, documentation, etc.);
- Transcribe audio and/or audio-visual oral interviews for archival purposes ;
- Provide audio/visual technical expertise to video presentations of heritage materials;
- Photocopy, compile, and prepare documentation and conduct informal literature/internet search as required;
- Prepare materials for educational, promotional, and archival purposes including but not limited to digital recording, brochures, PowerPoint, historic interpretive signs, displays, audio/visual stations, and other as required;
- Develop interactive heritage presentations to increase awareness and interest in heritage conservation.
- Liaise with students to encourage them to conduct interviews and record oral histories;
- Prepare and conduct presentations along with Heritage Board members; and
- Collaborate within a team to accomplish the above and assist with related tasks as required.

Heritage Video Project

- Produce video that will achieve:
 - 1) the documentation of local elder knowledge and regional culture through audio-visual media; and
 - 2) awareness, educational and archival material that will capture interest and engage the audience while educating the general public including youth.

For more information or to apply for this position, please contact:

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