



WOODLAND  
CULTURAL CENTRE

**Museum Education Registrar Job Description**

**Summary**

The Woodland Cultural Centre is seeking a highly motivated organized individual to assist the Museum Education department. The role of the Museum Education Registrar is to handle all booking requests, scheduling and administrative work necessary for organizing tours and workshops for visitors to the Woodland Cultural Centre in an efficient manner.

Preference will be given to applicants of First Nations ancestry.

**Key Responsibilities:**

- Handle all booking requests, invoicing and confirmation of tours, workshops and presentations.
- Keep Google calendar up to date.
- Coordinate all workshops and tour schedules with Cultural Interpreters
- Book all Residential School survivors for all requested events
- Keep up to date statistical reports on a monthly basis
- Inform Cultural Interpreter of any changes to bookings
- Assist in preparing of workshop materials
- Assist in the set-up of workshops and presentations
- Be ready and able to provide tours of the museum if necessary
- Be prepared to assist in all Education Department workshops.

**Qualifications and Skills:**

- Possess good communication skills
- Comfortable with public speaking
- Possess knowledge of Residential School, specifically Mohawk Institute.
- Have understanding of history of Six Nations and Haudenosaunee culture.
- Reliable and demonstrate interpersonal and problem solving skills
- Understand the social and political context of the Woodland Cultural Centre Museum, Education program and Indigenous Art & Art galleries.
- Experience working with children, youth and adult groups will be an asset.
- 3-5 years' experience working in an Educational/Cultural facility will be an asset.
- Confident in Cultural knowledge an advantage
- Ability to speak languages of the Haudenosaunee an asset

**Application Deadline:** July 17, 2018 at 3:00 p.m.

**Contract Start date:** July 23th, 2018

6 month contract subject to the availability of funding

\$16.00 hr. x 30 hours week

**If interested, please send cover letter, three references and resumé to:**

**Woodland Cultural Centre  
184 Mohawk Street  
Brantford, ON N3S 2X2 Attn: Lorrie Gallant**

**Note: Only those selected for an interview will be contacted.**