



WOODLAND
CULTURAL CENTRE

Education Coordinator - Job Description

Location: Woodland Cultural Centre, 184 Mohawk Street, Brantford, ON
Position: Education Coordinator
Salary: \$32,000 - \$35,000
Closing Date: October 22, 2018
Start Date: October 29, 2018

The Woodland Cultural Centre is seeking a dynamic, creative and organized individual to oversee the Education Department at the Woodland Cultural Centre. With thousands of students visiting the Centre on an annual basis we require the candidate to have excellent organization skills, management experience and a passion for educating all about Indigenous culture, history, art, and the residential school experience.

Preference will be given to applicants of Indigenous ancestry.

Qualifications:

- Advanced communication skills.
- Computer literate, self-motivated & highly independent
- Formalized education and/or a degree in education, museum studies or visual arts from a recognized post-secondary institution of 5 years' experience in museum education and/or arts education, supervising staff and managing budgets.

Responsibilities

- Oversee the Education Department
- Day-to-day office administration; coordinates tours and workshops both onsite and as part of education outreach
- Maintain and strengthen relationships with academic and support communities
- Continual review of curriculum to ensure compliance in education programming

Deadline: October 22, 2018 at 12:00PM

To Apply: Submit cover letter, resume and 3 references to Woodland Cultural Centre [Attention: Paula Whitlow] in person or by email, pwhitlow@woodlandculturalcentre.ca

Woodland Cultural Centre
184 Mohawk Street
Brantford, ON N3S 2X2
Attn: Paul Whitlow
(519)759-2650
pwhitlow@woodlandculturalcentre.ca

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

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