

Job Posting: Education Coordinator
Closing Date: June 3, 2019

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.

SUMMARY DESCRIPTION: Under the direction of the Executive Director, the Education Coordinator assumes responsibility for the development and delivery of strategic educational programmes and initiatives related to the history, language, artistic practices and teachings of Haudenosaunee culture.

OVERVIEW OF RESPONSIBILITIES: The Education Coordinator is responsible for overseeing the strategic operations of the Museum Education Department of the WCC. This includes:

- Day-to-day office administration, coordinating tours and workshops both onsite as well as part of education outreach.
- Leading the Museum Education staff (Group Visits and Facility Registrar, Cultural Interpreters) towards Museums Education department objectives.
- Supporting the Museum Education staff in preparation of the re-opening of the Mohawk Institute building in 2020.
- Delivery of outreach presentations.
- Working collaboratively with other WCC departments, school boards and residential school Survivors.
- Networking and fostering new partnerships, maintaining and strengthening relationships with academic and support communities.
- Continual review and development of educational programming in compliance with the Ontario Curriculum.

OVERVIEW OF REQUIRED SKILLS AND KNOWLEDGE: The Education Coordinator shall have:

- 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.
- Experience in supervising staff and managing budgets.
- Knowledgeable in Haudenosaunee culture.
- Experience in Indigenous Education programming an asset.
- Experience in networking and public speaking an asset.
- Possessing a language or an artistic background an asset.



WOODLAND
CULTURAL CENTRE

All applicants for this position should submit a current CV or resume, cover letter, and three references.

Preference will be given to applicants of Indigenous ancestry.

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If interested, please send cover letter and resumé with references by Monday, June 3rd to:

Woodland Cultural Centre 184 Mohawk Street Brantford, ON N3S 2X2

Attn: Melanie Fernandez, Interim Executive Director

(519)759-2650 administration@woodlandculturalcentre.ca

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