



Employment Opportunity

WOODLAND CULTURAL CENTRE

Location: Woodland Cultural Centre, 184 Mohawk Street, Brantford, ON N3S 2X2
Position: Arts Programming Associate
Terms: full-time employment
Wages: \$18.50 /hr
Hours: 9am-4:30pm; Monday-Friday with additional hours required for events
Start Date: May 11, 2020

Arts Programming Associate

The Woodland Cultural Centre (WCC) is currently seeking a dynamic and dedicated individual to join our arts team in the position of Arts Programming Associate. Reporting to the Curator, the Arts Programming Associate will be responsible for the development and delivery of multi-disciplinary programmes, workshops, and events for diverse audiences. Weekend work and some evenings are a requirement for this position, as is travel and research.

Responsibilities:

- Assist the Curator with research, development and implementation of multi-disciplinary arts programming inclusive of dance, theatre, film, music inclusive of: performances, events, workshops and exhibitions to engage diverse audiences in museum-related programming
- Develop outcomes and evaluate programming activities to ensure goals and objectives are being met
- Assist with the development and distribution of marketing materials as related to programming
- Monitor and manage summer/co-op students within the Arts Department and assigning tasks for programming as required
- Plan/Oversee/Attend artistic events when requested
- Follow Woodland Personnel, Museum and Exhibition Policies and Procedures
- Interact with the public in a professional and courteous manner
- Liaison with artists and arts community maintaining regular contact with programmes stakeholders, both internal and external for the purposes of collaboration and promotion
- Generate artist contracts and letters of agreement
- Conduct day-to-day office administration inclusive of program booking, invoicing, payment processing, correspondence, maintain records and statistical data for reports as required
- Share an interest in contemporary and traditional Indigenous visual and performing arts
- Assist with Visitor Services and other Museum-related duties as assigned by the Curator



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Qualifications:

- Keen interest in contemporary and traditional Indigenous multi-disciplinary and visual arts
- College Diploma in Creative Arts, Arts Administration or Bachelor's Degree in Visual and/or Performing Arts or equivalent certification in administrative or creative field
- 3-5 years' work experience within event planning, program development and delivery, arts administration, museum experience considered an asset
- Natural curiosity and enthusiasm to share
- Knowledge of computer software and various programs (Windows Office Suite and Adobe Photoshop)
- Photography skills including ability to use a DSLR camera
- Excellent organizational skills and quick to learn in an office environment
- Effective verbal and listening communication skills
- Excellent time management skills and completion of assigned projects
- Ability to work as a team player as well as independently
- Knowledge of Indigenous language with ties to the traditional community would be considered an asset
- Valid driver's license considered an asset
- Applicants must have a clean criminal record and vulnerable sector check prior to employment

All applicants for this position shall submit a cover letter, a resume, and three references by 2 pm, April 29, 2020 to:

**Woodland Cultural Centre
184 Mohawk Street, Brantford, ON N3S 2X2
(519) 759-2650
administration@woodlandculturalcentre.ca**

**Preference will be given to applicants of Indigenous heritage.
Only those applicants selected for an interview will be contacted.**

**184 MOHAWK ST. BRANTFORD, ON. N3S 2X2
WOODLANDCULTURALCENTRE.CA
519-759-2650**