



WOODLAND
CULTURAL CENTRE

Job Posting

Job Title: Administrative Research Assistant
Contract: Monday June 15th – Wednesday August 19th 2020
Wages: \$14.00/hour, 30 hrs/week, 280 hr contract

Description:

The Woodland Culture Centre offers an opportunity for an individual to assist in various administrative and research initiatives. This position requires a highly motivated youth (age 15-29) who works well independently, has a research and/or administrative background, and is interested in conducting research and drafting reports in the areas of contemporary Indigenous arts, history, and market research for museums and historical sites. This is an off-site position – applicants must have reliable access to a computer and internet.

Job Duties:

- General administrative duties as required
- Market research for visual and performing arts, museum, fundraising, etc.
- Research into local history
- Report writing in a variety of areas
- Copy editing, proofing, and formatting
- Investigations into best practices
- Other duties and research projects as assigned

Qualifications:

- Oral and written communication skills
- Demonstrated research skills
- Interest in the arts administration, museum studies, heritage, culture, tourism and/or education
- Self-motivated, highly independent, and organizational skills a must
- University degree in a related field preferred
- Must have reliable access to a computer and internet
- Knowledge of a Haudenosaunee language an asset

Physical Requirements:

The Administrative Research Assistant position will be heavy in office work.

Applicants must qualify for the Canada Summer Jobs program to be qualified for the position. Only those applicants selected for an interview will be contacted. Preference will be given to Indigenous applicants

Applicants shall email a cover letter, resume, and two references by **4 pm Monday June 8th, 2020** to:

Woodland Cultural Centre
184 Mohawk Street, Brantford ON N3S 2X2
519 759-2650

administration@woodlandculturalcentre.ca

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