



Job Description

Job title	<i>Digital Learning Coordinator</i>
Reports to	<i>Curator</i>

Job purpose

Reporting to the Curator, the Digital Learning Coordinator will evaluate and update educational workshops to be delivered virtually, coordinate the creation of new videos, coordinate the production of a virtual museum tour and implement a self-guided tour app. The Digital Learning Coordinator will work within the policies and procedures established by the Woodland Cultural Centre.

Duties and responsibilities

- To evaluate and update nine (9) WCC educational workshops to be delivered virtually, and in alignment with the Ontario curriculum
- To coordinate the production of eighteen (18) 10-15 minute videos (2 per workshop) interviewing community members and knowledge holders regarding key topics in the educational workshops
- Work with Marketing to coordinate the launching of these 9 workshops on a compatible digital platform
- To coordinate the production of a 60 minute (1 hour) virtual tour film of the WCC Museum, including overseeing script development, being the primary contact with the video production company, scheduling interviews and meetings as needed, and working with key staff to review the film following post-production.
- Coordinate the implementation of the DriftScape app as a self-guided tour tool for the WCC museum and galleries
- To work with staff across the organization, including Education, Marketing, Museum, Collections, and Language
- Report writing as directly related to this project (summaries for marketing, and narratives for reporting purposes)
- Perform other administrative duties as required

Qualifications

- University Degree in Indigenous Studies, Education or Marketing and Communication
- College Diploma in an applicable field such as Arts Administration, Cultural Studies, Tourism, or Marketing.
- Five (5) years' experience in tourism, communications, community development, and/or cultural heritage industry.
- Good verbal and written communication skills.
- Knowledge of Microsoft Office, iCloud, web-page, and social media applications.
- Experience managing schedules and booking meetings.
- Must pass a police record check.
- Have a valid driver's license and reliable transportation and proof of insurance

Working conditions

- This position requires moderate physical effort.
- This position requires moderate visual/sensory effort.
- This position typically operates in a generally agreeable work environment.
- Mental Stress: There is regular deadline pressure from various sources.

Direct reports

Curator

Approved by:	<i>Janis Monture, Executive Director</i>
Date approved:	<i>2021-01-14</i>
Reviewed:	<i>Patricia Deadman, Curator</i>