



Job Description

Job title	<i>Group Visits & Cultural Interpreter</i>
Reports to	<i>Curator</i>

Job purpose

Under the direction of the Curator, the Group Visits & Cultural Interpreter assumes responsibility for all tour booking requests, scheduling, conducting tours and administrative work necessary for organizing tours and workshops for visitors to the Woodland Cultural Centre in an efficient manner.

Duties and responsibilities

The Group Visits & Cultural Interpreter is responsible for managing group tours and other administrative tasks.

This includes:

Group Tour Visits -60 %

- Handles all booking requests, scheduling and confirmation of tours, workshops and presentations.
- Acting as the main point of contact between the Woodland Cultural Centre and the booking group contact.
- Informs Cultural Interpreters of scheduling changes
- Assists in preparing of workshop materials when needed
- Be ready and able to assist Cultural Interpreters in Education Department workshops
- Books residential school Survivors for all requested events

Office Administration- 40%

- Manages invoices for Education
- Works with the Finance Department to process payments
- Keeps Tour Calendar up-to-date
- Maintaining up-to-date Education statistics as well as Education budget
- Other office administration duties as needed

Qualifications

- Possess good communication skills
- Great organization skills
- Comfortable with enforcing department policies with regards to all bookings
- Comfortable with public speaking
- Possess knowledge of Residential School, specifically Mohawk Institute.
- Have understanding of history of Six Nations and Haudenosaunee culture.
- Reliable and demonstrate interpersonal and problem-solving skills
- Understand the social and political context of the Woodland Cultural Centre Museum, Education program and Art galleries to First Nations
- Experience working with children, youth and adult groups an asset
- Experience in Education an asset
- Confident in Cultural knowledge an advantage

- Ability to speak languages of the Haudenosaunee an asset

Working conditions

The Group Visits & Cultural Interpreter's regular hours are from 9-4:30, Monday to Friday. Will often be required to work outside of regular work hours to oversee evening/weekend tours.

Physical requirements

The Group Visits & Cultural Interpreter position is heavy in desk work. If Education is short-staffed, the Group Visits & Cultural Interpreter may be asked to assist in program delivery.

Direct reports

Curator

Approved by:	<i>Janis Monture, Executive Director</i>
Date approved:	<i>June 25, 2021</i>
Reviewed:	