



WOODLAND  
CULTURAL CENTRE

**Job Posting**

**Job Title:** Curatorial Research Assistant  
**Duration:** 16 weeks, Starting September 27<sup>th</sup> 2021  
**Wages:** \$18/hour, 35 hours per week (7 hours per day, 5 days per week)

**Job Purpose:**

The Woodland Cultural Centre is seeking a youth to assist in research for an upcoming exhibition. This position requires a highly motivated and self-directed individual who is interested in gaining experience in research, curation, museums, the creation of visual support materials, and basic administration. This position is supervised by the Arts and Museum Curator.

**Job Duties:**

- Undertake research based on the recommendation of the Guest Curator for the Exhibition 1924 and Beyond
- Compile primary and secondary source material
- Create lists of documents and photos from the time period of 1924 to present day
- Create a list of artefacts relevant to the exhibition, contact various museums to prepare temporary loan requests
- Occasional front desk reception, welcoming guests as they come in and using the POS
- Be familiar with the Centre's programs and upcoming events
- Promote a positive image of Woodland Cultural Centre to the community and the public

**Qualifications:**

- Good organizational skills, and willingness to learn in an office environment
- Effective oral and written communication skills
- Time management skills, and completion of assigned projects
- Able to work as a team as well as independently

This position is generously funded by the Pathways to Success Program through the Indigenous Professional Association of Canada. Applicants must be Indigenous youth, and be between the ages of 17-29 at the start of the contract.

Only those applicants selected for an interview will be contacted. Applicants must have access to transportation to Woodland, and access to reliable internet in the case of working remotely.

Applicants shall submit a cover letter, resume, and two references by **4 pm Wed Sept 22, 2021**, to:

Administrative Assistant, Woodland Cultural Centre  
184 Mohawk Street, Brantford ON N3S 2X2  
519 759-2650 [administration@woodlandculturalcentre.ca](mailto:administration@woodlandculturalcentre.ca)