



WOODLAND
CULTURAL CENTRE

JOB POSTING

Posting Period: November 18 – December 2, 2021 @ 4:00p.m.
Position: Manager of Education
Location: Woodland Cultural Centre
Job Status: Full-Time
Hours of Work: 37.5
Salary Range: \$50,000 – 60,000/year

SUMMARY

Reporting to the Executive Director, the Manager of Education will implement the Woodland Cultural Centre's objective to move towards educational programming that makes a personal connection with students and advances understanding of, and respect for, Indigenous cultures, languages, histories, rights and perspectives. The Manager of Education will lead a team of hands-on cultural interpreters to create exceptional and engaging school experiences – online, in-person and in asynchronous learning activations. Working closely with the Executive Director, the Manager of Education will help to guide Woodland's learning strategy, and operationalize that strategy through school engagement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the daily operation of the Education team. Responsible for the hiring, training, supervision and evaluation of the directly reporting positions (full and part-time). Ensure compliance with Woodland policies and practices including the departmental child protection protocols.
- Develop strategy and operational plans, implement delivery, manage budgets, and maintain financial control and reporting for programs, projects, and activities within the team. Work with team and leadership to ensure that revenue and attendance targets are met. Develop strategies and plans for virtual and in-person learning experiences for teachers and students.
- With the Executive Director, lead the review of existing educational resources and the development of new learning assets in accordance with Woodland's strategic plan objectives.
- Work closely with various managers and managing directors of various teams to ensure that departmental activities are efficiently coordinated. Liaise with external departments, contractors, and consultants to ensure that Learning programs are properly supported.
- Develop school offerings in keeping with provincial curriculum, working with stakeholders such as the Ministry of Education and Ontario School Boards. Ensure quality of delivery of education programs and appeal of programs to teachers, students and the general public.
- Work with Visitor Services and Marketing to effectively promote the education department.

QUALIFICATIONS

- University degree in Indigenous Studies, Education, Social Science, Cultural Studies, Museum Studies OR an acceptable equivalent in education and experience. An Ontario Teaching Certificate would be an asset.

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- A minimum of two (2) years' experience in managing hands-on or interactive learning experiences
- A proven ability to manage programs or teams with a budget.
- Experience in educational design for vulnerable learners a strong asset.

For a full description of the Essential Duties & Responsibilities and Education/Experience, please refer to attached Job Description for further details

SUBMISSION PROCESS:

All applicants for this position should submit a cover letter, resume, and three references.

Preference will be given to applicants of Indigenous heritage.

Closing Date: December 2, 2021 at 4:00 pm

If interested, please send cover letter and resumé with references to:

Woodland Cultural Centre
184 Mohawk Street, Brantford, ON, N3S 2X2

Administrative Assistant
(519) 759-2650
administration@woodlandculturalcentre.ca

Please Note:

- Only those applicants who meet the qualifications will be contacted for an interview
- Police Record Check and copies of education will be required at the time of Offer of Employment

Nia:wen/Thank You

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