



WOODLAND
CULTURAL CENTRE

JOB POSTING

Posting Period: August 8, 2022
Position: Education Assistant and Tour Coordinator
Location: Woodland Cultural Centre
Job Status: Contract
Hours of Work: 37.5

SUMMARY

Under the direction of the Manager of Education, the Education Assistant & Tour Coordinator 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. The Education Assistant & Tour Coordinator will work within the policies and procedures established by the Woodland Cultural Centre.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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
- Conducts tours (in-person and virtual) to groups on the Museum and Mohawk Institute
- 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

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



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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.

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

184 MOHAWK ST. BRANTFORD, ON. N3S 2X2
WOODLANDCULTURALCENTRE.CA
519-759-2650