



W O O D L A N D
C U L T U R A L C E N T R E

Job Description

Job Title: Language Centre Digitizer and Cataloguer
Division: Language Department, Woodland Cultural Centre
Position: August 22nd 2022 – March 31th 2022, 37.5hrs/week, \$20.25/hr

Position Closes August 15th, 2022. Candidates may be interviewed through the posting period.

Job Duties:

- Assist the Language Department with inventory, data-entry, and cataloging
- Digitize and catalogue the contextual collection of 110 audiocassette tapes
- Identify the Longhouse Speeches, Songs, and topics of conversation on the audiocassettes in Cayuga and Onondaga languages, and input this information into WCC Language's PastPerfect database
- Some audio editing in Audacity and/or Adobe Audition
- Adhering to the guidelines set out for the Sacred and Sensitive Materials held at WCC
- Collection is almost entirely in the Cayuga language, with some Onondaga Language dialog – must be able to differentiate between the two languages
- Follow Woodland Personnel Policies, and Museum Policies
- Interact with the public in a professional and courteous manner

Qualifications:

- Knowledge of Longhouse Protocols, Speeches, and Haudenosaunee cultural practices, including Ganq̄honyq̄hk, Gei: Niyoihwa:ge:, and Gaihwiyō
- The ability and knowledge to differentiate and distinguish between different Longhouse Speeches and Ceremonies in Cayuga with limited support
- Ability to speak, write, and understand spoken Cayuga language at an Intermediate level
- Experience digitizing audio-visual analog materials such as cassette tapes, or willingness to learn
- Experience editing digital audio files
- Experience with Audacity, PastPerfect Museum Software, Adobe Create Cloud Suite, Microsoft Excel, Microsoft Outlook, and Microsoft Teams are considered assets
- Understanding of Haudenosaunee cultural history and current issues
- Effective verbal and listening communication skills in English and Cayuga
- Familiar with both Mac & PC operating systems, or willing to learn
- Time management skills, and completion of assigned projects
- Able to work as a team as well as independently
- Research skills would be considered an asset

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Please note that this is position must be done on-site, and cannot be done remotely. In the case of closure due to COVID-19 restrictions, complementary work with the Language Department will be assigned.

All applicants for this position should submit a current CV or Resume, a sample of writing in an Qgweh̄:weh Language on the topic of their choice, and three references. References must include one reference who can attest to applicants level of proficiency and literacy in an Qgweh̄:weh Language, one employment reference, and one personal or community reference.

Preference will be given to applicants of Qgweh̄:weh heritage who are proficient in the languages of Cayuga and Onondaga.

Closing Date: August 15, 2022 at 4PM

If interested, please send cover letter and resumé with references by 4PM on August 15, 2022 to:

Woodland Cultural Centre
184 Mohawk Street, Brantford, ON N3S 2X2
(519) 759-2650
administration@woodlandculturalcentre.ca
Only those selected for an interview will be contacted.

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