



WOODLAND
CULTURAL CENTRE

Job Posting

Job Title: Digitizing Assistant

Reports to: WCC-LD Assistant Manager

Duration: 26 Week Contract

Wages: \$22 per hour; 37.5 hours per week (7.5 hours per day, 5 days per week)

Job Purpose:

The Woodland Cultural Centre Language Department (WCC-LD) has recently acquired an extensive collection of Iroquoian language material donated by ethnologist Dr. Michael K. Foster. Compiled between the 1960s and 2010s, this collection features several prominent Cayuga language speakers from Six Nations of the Grand River. Topics covered include council speeches, ceremonial speeches, and vocabulary sets.

The Digitizer is responsible with facilitating digitizing the collection's audio-reels, fieldnotes, and photographs. This includes using audio-reel restoration techniques to ensure quality digitizing and identify any gaps in audio recordings. Fieldnotes and photographs will be digitized using book scanning technology. All digitized materials will then be catalogued using the WCC-LD's PastPerfect museum archiving software. Upon completion, the Digitizer's will properly label and store all materials into the WCC-LD's archive.

Job Duties:

The Digitizer agrees to perform the following duties:

- **Audio Reel Digitization:** Utilize audio-reel restoration techniques to ensure high-quality digitization and identify any gaps in audio recordings.
- **Fieldnotes & Photograph Digitization:** Use book scanning technology to digitize fieldnotes and photographs.
- **Cataloging:** Catalog all digitized materials using the WCC-LD's PastPerfect museum archiving software.
- **Archiving:** Properly label and store all digitized materials in the WCC-LD archive upon completion of the digitization process.

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



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Qualifications:

- Familiar with the Woodland Cultural Center's mandate, programs, services, and resources.
- Effective communication skills.
- Effective time management skills.
- Attention to detail and organizational skills.
- Able to work independently as well as part of a team.
- Experience in library and/or archival work.
- Experience in audio digitization and restoration.
- Experience with PastPerfect museum software or willing to learn.
- Experience in Audacity & Amadeus Pro sound editing software or willing to learn.
- Familiarity with Iroquoian customs, culture, and worldview is an asset.
- Proficiency in an Iroquoian language (e.g. Cayuga, Mohawk) is an asset.
- General Administrative Duties (Microsoft Office, Photocopying, Filing, Email)

Applicants shall submit a cover letter, resume, and two references to:

administration@woodlandculturalcentre.ca or

Administrative Assistant Woodland Cultural Centre

184 Mohawk Street, Brantford ON N3S 2X2 519-759-2650

Please Note: Only those applicants selected for an interview will be contacted.