

JOB POSTING

Posting Period: March 31, 2025- April 11, 2025 @4:00p.m.
Position: Cultural Interpreter- Full Time
Location: Woodland Cultural Centre
Job Status: Full-Time Contract until March 31, 2026
Hours of Work: 37.5 hours/week
Salary Range: \$22.00/hour (7.5 hours/day)

SUMMARY

Reporting to the Manager of Education, the Cultural Interpreter will assume the responsibility for leading guided tours of the Woodland Cultural Centre's Museum and the Mohawk Institute Residential School. The chosen candidate will present in-person and virtual tours, workshops and educational programs, to k-12 school groups, community organizations, corporate organizations, individuals and other groups. The candidate will also be conducting research related to education programming, assist in creation and implementation of new educational programming. The Cultural Interpreter will use object-based learning, inquiry-based learning to explore Indigenous art, history, culture and residential schools. The chosen candidate will work within the policies and procedures established by the Woodland Cultural Centre.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The Cultural Interpreter will lead guided tours of the Woodland Cultural Centre and the Mohawk Institute.
- Present interpretive programs, activities, workshops and other cultural events that will promote an understanding and appreciation of Indigenous culture.
- Demonstrate the highest standards of excellence in the practice, presentation and interpretation of programs, activities, workshops and other programs offered by the Woodland Cultural Centre.
- Will be responsible for preparing supplies for workshops, educational programs; inventorying and resupply of education kits as needed.
- Maintaining a clean and safe working environment
- Contributes to improving the Centre's cultural resources and educational programs, projects, and procedures with practical ideas, creativity and innovation.
- Must be dependable and exercise good judgement
- Comply with all WCC's policies and procedures.

QUALIFICATIONS

- Ability to coordinate, control and organize multiple functions and activities.
- Strong communication, interpersonal and problem-solving abilities

- Time Management skills, the ability to establish priorities, meet deadlines efficiently and within stated timelines.
- To work independently with minimal supervision and as part of a team, to accomplish the organization's goals and objectives.
- Must have pleasant, courteous, professional manner and interact positively with others.
- The ability to communicate clearly, effectively both verbally and in writing in order to collect, exchange, and provide information in an accurate and timely manner.
- The ability to sit, stand and or walk for extended periods of time.
- Have or willing to obtain a vulnerable sector check.

EDUCATION

- Certification, diploma and/or degree in Museum Studies, Museum Education, Indigenous Studies, Indigenous Art History and/or related fields of study or minimum 2 years demonstrated work experience.
- Have an understanding/knowledge of Indigenous/Haudenosaunee culture.

EXPERIENCE

- One to three years experience in a museum and/or educational setting.
- An understanding of the functions of a museum, its methodologies and practices.
- Experience in the field of Interpretive theory; techniques such as object-based learning, inquiry-based learning, storytelling, demonstration and guided tours.
- Knowledge of contemporary Indigenous art, history, culture and Residential schools.
- Knowledge of Indigenous language is an asset; not a requirement.

IMPACT OF ERROR

Error in judgement may lead to loss of credibility, poor public relations, public confidence and misinformation resulting in embarrassment and potential liability to the Woodland Cultural Centre.

CULTURE

Woodland Cultural Centre serves to preserve and promote Indigenous history, art, language and culture.

EXTERNAL/INTERNAL RELATIONSHIP

Community Members, Contractors, Government Agencies, Council Members, Woodland Cultural Centre Staff, Tourism Partners, Maintenance Contractors, Business Partners and Vendors

WORK ENVIRONMENT

- This position requires normal physical effort

- This position requires normal visual/sensory effort.
- This position typically operates in a generally agreeable work environment
- Mental Stress: There is regular deadline pressure from various sources.

REPORTS TO

Manager of Education

SUBMISSION PROCESS:

All applicants for this position should submit a cover letter, a current resume, and three references by April 11, 2025 at 4pm to:

Woodland Cultural Centre
Attn: Full-Time Cultural Interpreter Job Application
184 Mohawk Street, Brantford, ON N3S 2X2
(519) 759-2650
administration@woodlandculturalcentre.ca

Please note:

Preference will be given to applicants of Indigenous heritage.

Only those applicants selected for an interview will be contacted.

Police Record Check will be required at the time of Offer of Employment.

Nia:wen/Thank You



Job Description

Job title	<i>Cultural Interpreter</i>
Reports to	<i>Manager of Education</i>

Job purpose

Under the direction of the Manager of Education, the Cultural Interpreter assumes responsibility for providing in-person guided tours of the Woodland Cultural Centre's museum and the Former Mohawk Institute Residential School. The chosen candidate will present in-person and virtual tours, workshops and educational programs, to k-12 school groups, community organizations, corporate organizations, individuals and other groups. The candidate will also be conducting research related to education programming, assist in creation and implementation of new educational programming. The Cultural Interpreter will use object-based learning, inquiry-based learning to explore Indigenous art, history, culture and residential schools. The chosen candidate will work within the policies and procedures established by the Woodland Cultural Centre.

Duties and responsibilities

The Cultural Interpreter is responsible for facilitating the WCC's Museum Education Department programming. This includes:

Program Delivery – 75%

- Facilitate Museum Education in-person and virtual tours, workshops and presentations to public as requested, which may include craft workshops, traditional music/dance, sports; individually and cooperatively as needed.
- Conduct guided tours of the Centre; including the museum, art galleries, and, eventually, the Former Mohawk Institute Residential School
- Be able to provide developed virtual programs and tours

Preparation and organization -20%

- Preparing craft kits and workshop materials ahead of group visits
- Maintaining workshop materials by keeping inventory up to date and storing in an organized manner
- Being aware of and maintaining the established schedule of assigned tours
- Ensuring tour statistics are accurate and provided to the Tour Coordinator

Program Development – 5%

- Working with the Education staff to improve current Museum Education programming and developing new programming
- Conducting research to assist in program development
- Participating in training opportunities that will improve programming and skills

Qualifications

- Possess good oral communication skills and be comfortable leading a group
- Have understanding of history of Six Nations and Haudenosaunee culture.
- Possess knowledge of Residential School, specifically Mohawk Institute.
- Enjoy working with the public
- Reliable and demonstrate interpersonal and problem-solving skills
- Traditional craft and artistic ability an asset
- Knowledge of Haudenosaunee languages an asset

- Must be able to pass Vulnerable Sector Check

Working conditions

The Cultural Interpreter's regular hours are from 8:30-4:00, Monday to Friday. Outreach and special events may require travel and work outside of regular hours. Some workshops require facilitation outdoors. At times the Cultural Interpreter will work with and accommodate guests with special needs, in which case extra attention and precautions may be required.

Physical requirements

The Cultural Interpreter position will need to facilitate workshops and tours, and assist with event set-up. The job may involve standing for long periods of time, and physically participating in events like Music & Dance and Traditional Games which may be outside.

Direct reports

Manager of Education

Approved by:	<i>Heather George, Executive Director</i>
Date approved:	<i>March 21, 2022</i>
Reviewed:	