



W O O D L A N D
CULTURAL CENTRE

Job Posting

Job Title: Language Centre Assistant (Summer Student)
Department: Dwadwenaga:dat Language Centre
Duration: May 12/25 – Aug 29/25 – 16-week contract
Wage: \$19.00/hr – 35 hrs/week, typically Mon-Fri, some evenings & weekends
Deadline: April 18/25

Job Duties:

- Assist the Language Department with inventory, data-entry, and cataloging
- Assist the Language Manager with the organization and set-up of the Language Centre
- Help create language focused merchandise for sale at events and in the gift shop
- Adhering to the guidelines set out for the Sacred and Sensitive Materials held at WCC
- Follow all Woodland Personnel Policies, and Museum Policies
- Interact with the public in a professional and courteous manner

Qualifications:

Candidate must possess the following:

- Excellent organizational and time management skills
- Ability to work with the public, including weekend events as required
- Ability to work as a team as well as independently
- Ability to move and carry boxes of archival materials including books and audio files (up to 25 lbs)
- Standard computer skills – email, scanning and saving documents, various online programs, etc.

The following are not required but would be assets for the role:

- Ability to speak, write, and understand any Haudenosaunee language
- Knowledge of Longhouse Protocols, Speeches, and Haudenosaunee cultural practices, including Ganq̄honyq̄hk, Gei: Niyoihwa:ge:, and Gaihwī:yo
- The knowledge to differentiate and distinguish between different Longhouse Speeches and Ceremonies in Cayuga with limited support
- Experience digitizing audio-visual analog materials such as cassette tapes
- Experience working with archival materials
- Experience with Audacity, PastPerfect Museum Software, Adobe Create Cloud Suite, Microsoft Excel, Microsoft Outlook, and Microsoft Teams
- Understanding of Haudenosaunee cultural history and current issues
- Research skills

Please note that this is not a remote position, the chosen candidate can expect to be onsite for the duration of the contract. This position will be working within the former Mohawk Institute Residential School building, including the archival space in the basement. Due to the sensitive nature of the space, some applicants may feel uncomfortable. Candidates selected for an interview will be given a tour of the archival space to ensure they will be able to work in the building.

As this position is generously funded by GREAT only applicants eligible for GREAT Summer Student funding can apply.

Applicants shall submit a cover letter, resume, and two references, **by April 18, 2025** to:

Administrative Assistant
Woodland Cultural Centre
184 Mohawk Street, Brantford ON
N3S 2X2
519-759-2650

administration@woodlandculturalcentre.ca