



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

## Job Description

### Language Centre Digitizing and Programming Coordinator

**Location:** Woodland Cultural Centre, 184 Mohawk Street, Brantford, ON  
**Job Title:** Language Centre Digitizing and Programming Coordinator  
**Department:** Dwaḡwenaga:daḡ Language Centre, Woodland Cultural Centre  
**Hours:** 37.5 hours per week, Full Time, 1-year contract  
**Rate of Pay:** \$24.00 per hour (7.5 hours per day)  
**Closing Date:** April 14<sup>th</sup>, 2025, 4:00 PM

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#### Job Duties:

- Assist the Language Department with inventory, data-entry, and cataloging
- Complete Pastperfect Training modules
- Assist Language Department Manager with updating Training Modules
- Identify the Longhouse Speeches, Songs, and topics of conversation on audiocassettes in Cayuga or other 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
- Must be able to differentiate Ogwehoweh languages
- Assist with various day to day or fellow department's programming 2 days a week
- 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 Ganḡhḡnyḡhk, Gei: Niyoihwa:ge:, and Gaihwi:yo
- The ability and knowledge to differentiate and distinguish between different Longhouse Speeches and Ceremonies with limited support
- Ability to speak, write, and understand spoken Hodinohsoni 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

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- Effective verbal and listening communication skills in English and Cayuga or other Hodinohsoni language
- 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

**SUBMISSION PROCESS:**

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..

Preference will be given to applicants of Qgweh̄:weh heritage who are proficient in the languages of These Nations.

**If interested, please send cover letter and resumé with references to:**

Woodland Cultural Centre  
184 Mohawk Street, Brantford, ON N3S 2X2  
(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

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