



WOODLAND
CULTURAL CENTRE

Weekend Visitor Clerk

Location: Woodland Cultural Centre, 184 Mohawk Street, Brantford, ON
Position: Weekend Visitor Clerk (Part-Time)
Hours: 10am-5pm; Saturday. Sundays from Victoria Day - Thanksgiving
Some Holidays required for special events
Rate of Pay: \$14.00 per hour
Closing Date: March 23, 2018
Start Date: April 7, 2018

The Woodland Cultural Centre is seeking a dynamic individual with exceptional customer service skills to greet visitors and provide them information regarding the Centre and its activities. This individual should be a self-starter and able to work with minimal supervision.

Preference will be given to applicants of Indigenous ancestry.

Basic Job Description:

- Responsible for greeting visitors and ensuring sign-in to visitor sign-in/sign-out book.
- Provides information to visitors regarding the museum and exhibitions on display.
- Handles the museum admission money and provides visitors with museum tickets
- Conducts day-end accounting.
- Provides driving directions and information regarding Six Nations and other points of interest when requested.
- Answers the telephone and provides information to the caller, or routes calls to the appropriate staff member and places out-going calls.
- Assists Visitor Services Clerk with various tasks regarding the museum reception area.
- Promotes a favourable image of the Centre at all times

Qualifications

- Must have experience working in public relations
- Must have experience working retail and handling transactions with a POS system, managing inventory
- Must possess a thorough understanding of Indigenous cultures, histories and traditions, specifically within southwestern Ontario.

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

Woodland Cultural Centre
184 Mohawk Street
Brantford, ON N3S 2X2
Attn: Naomi Johnson
(519)759-2650 ext.243
njohnson@woodlandculturalcentre.ca

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

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