



WOODLAND
CULTURAL CENTRE

**Weekend Visitor Services
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 public events
Rate of Pay: \$15.00 per hour
Closing Date: October 17, 2018
Term of contract: October 20, 2018 – March 31, 2019

The Woodland Cultural Centre is seeking an individual to greet visitors and provide information regarding the Centre and its activities. The 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 Centre programs, museum and exhibitions on display.
- Handles the museum admission as well as cash and card sales of Centre merchandise
- Conducts day-end accounting.
- Provides driving directions and information regarding Six Nations and other points of interest
- 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 with the general public
- Must have experience working retail and handling transactions with a POS system and 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: Jess Styres
(519)759-2650 ext.

frontdesk@woodlandculturalcentre.ca

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



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Note: Only those selected for an interview will be contacted

Wages/Duration:

\$15.00 per hour

15 hours per week

Until March 31, 2019

Please submit a resume, cover letter and three (3) references (with contact information – either email or telephone number) not later than **October 17, 2018 at 3 pm** to frontdesk@woodlandculturalcentre.ca.

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