



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, every other Saturday. Some Holidays required for special public events.
- Rate of Pay:** \$15.00 per hour
- Closing Date:** September 26, 2019
- Position Start Date:** October 12, 2019

The Woodland Cultural Centre is seeking an self motivated individual to greet visitors and provide guests with information regarding the Centre's museum, galleries, and 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 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.
- Ensures museum reception area is presentable and maintains current information.
- Promotes a favourable image of the Centre at all times

### Qualifications



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- 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 no later than September 26 at 2PM to:**

Woodland Cultural Centre

184 Mohawk Street

Brantford, ON N3S 2X2

Attn: Jessie Hill

(519) 759-2650 x 221

[frontdesk@woodlandculturalcentre.ca](mailto:frontdesk@woodlandculturalcentre.ca)

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

**Wages/Duration:**

\$15.00 per hour plus (12% MERCS)

Every other Saturday from October 12 – March 31 (7 hours)

*Please submit a resume, cover letter and three (3) references no later than **September 26, 2019 at 2 pm** to [frontdesk@woodlandculturalcentre.ca](mailto:frontdesk@woodlandculturalcentre.ca). Applications will also be accepted at the Front Desk during Museum operation hours.*