



WOODLAND
CULTURAL CENTRE

Weekend Visitor Services Clerk

Location: Woodland Cultural Centre, 184 Mohawk Street, Brantford, ON
Position: Weekend Visitor Services Clerk (Part-Time)
Hours: 10am-5pm; Saturdays **Possibility of Sunday and Thursday
Rate of Pay: \$18.00 per hour, 7 hr/week
Closing Date: Until filled

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for greeting visitors and keeping visitor statistics.
- Provide information to visitors regarding the museum and exhibitions on display.
- Use the museum POS system to collect payments for museum admissions and gift shop sales, and conduct day-end accounting.
- Answer the telephone and provide information to the caller, or route calls to the appropriate staff member and place out-going calls.
- Assist the Visitor Services Coordinator with various tasks regarding the museum reception area.
- Promote a favourable image of the Centre at all times

Qualifications

- Must have experience working in public relations and customer service
- 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.
- Must have reliable transport to and from the Centre. and a way to be reached in case of emergency

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

Nia:wen/Thank You

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



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

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

administration@woodlandculturalcentre.ca

All applicants for this position should submit a complete application. Applications which are missing any of the necessary documents as listed in the job posting will be considered incomplete. Preference will be given to applicants of Indigenous heritage. The Woodland Cultural Centre welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. **Only those selected for an interview will be contacted.**

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