



WOODLAND
CULTURAL CENTRE

Job Posting

Job Title: Maintenance Assistant – Summer Student

Duration: July 7, 2025 – August 29, 2025 (8 weeks)

Wages: \$17.20/hour, 35 hours per week – Typically Mon-Fri, some evenings and weekends

Job Duties

- Routine detail cleaning of museum building: museum, gallery spaces, meeting rooms, offices, kitchen and washrooms
- Some heavy lifting and moving
- Set up and take down of facility rentals, tours and events
- Sanitization of high traffic areas and surfaces (PPE provided)

Job Responsibilities:

- Ability to take direction as required
- Self-starter working with minimal supervision
- Organized with attention to detail
- Willing to work within a public environment

Qualifications:

- Be able to communicate effectively
- Attention to detail, professionalism, confidentiality, strong communication & interpersonal skills
- Ability to multitask and is solution oriented
- Excellent organizational skills

Physical Requirements:

- Must be able to lift chairs, boxes and other moderately weighted objects
- Must be able to carry boxes up and down flights of stairs
- Indoor and outdoor physical labour

As this position is generously funded by GREAT, only applicants eligible for GREAT funding can apply.

Applicant must have reliable transportation to Woodland.

Applicants shall submit a cover letter, resume, and
two references by **4 pm on Friday, June 13, 2025**

to: Administrative Assistant

Woodland Cultural Centre

184 Mohawk Street, Brantford ON N3S 2X2

519 759-2650

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