

# Sadleir House

## Convenor (Part-time)

### Deadline Extended

The P.R. Community and Student Association (PRCSA) invites applications to fill the position of Convenor of Sadleir House in Peterborough, Ontario. Sadleir House is an independent, non-profit educational facility owned by the students of Trent University and shared with the community as a whole ([www.prcsa.ca](http://www.prcsa.ca)).

The Convenor will be responsible for the development and support of Sadleir House's facilities as a vibrant venue for a variety of uses. The Convenor will be ultimately responsible for handling bookings of Sadleir House facilities including meeting rooms, common rooms and the outdoor grounds. Specifically, responsibilities will include:

- Developing and administering policies and rules for the use and booking of the Sadleir House facilities including a schedule of fees to be paid for rental of the space or to be charged for services rendered in or in relation to the space;
- Administering the booking of facilities including maintaining not fewer than eight regular office hours per week at Sadleir House;
- Managing Sadleir House's liquor operations, including finances, stocking, staffing, training, and policy development;
- Developing and administering a staff and staffing plan for events and bookings in Sadleir House, including requirements for bar and food service;
- Managing, maintaining, and operating technical equipment for Sadleir House facilities (e.g. light and sound systems);
- Soliciting, promoting and encouraging the rental and use of Sadleir House for meetings, performances, and rehearsals by student and community groups;
- Promoting or otherwise publicizing events at Sadleir House and especially in the Dining Hall;
- Assisting the Steward with the coordination and managing of staff and volunteers of the PRCSA and cultivating strong, supportive and creative relationships with the broader community through participation in Sadleir House events;
- Assisting the Steward with the day-to-day operation of Sadleir House as they relate to the duties outlined above.

The credentials of the successful candidate may include

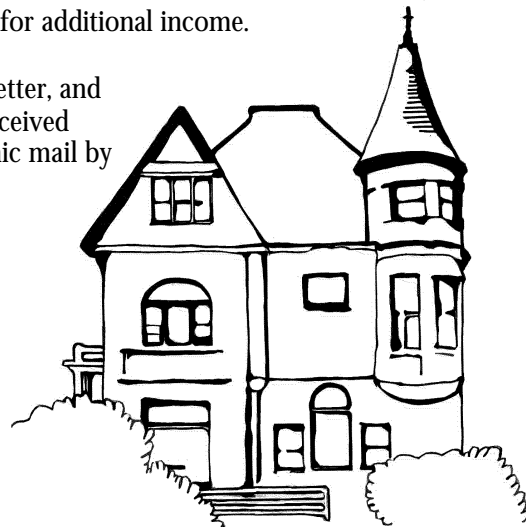
- familiarity with collegiate educational institutions;
- experience working with non-profit organizations under strict financial constraints;
- experience working with the arts community;
- experience working as a sound technician;
- experience in bar management and operations (including SmartServe certification);
- energy, endurance and a willingness to accommodate the personal demands of the position.

This is a permanent part-time position with a probationary period of six months. Remuneration will be \$210 per week based upon twenty hours per week, with the opportunity for additional income.

Applications quoting job # ye08\_conv (including a resume, cover letter, and the name and contact information of two references), should be received not later than 5:00 pm 7 September 2007 by hand, post, or electronic mail by

Mr. Dwayne Collins  
Sadleir House  
751 George Street North  
Peterborough, Ontario  
K9H 3T2  
Telephone: (705) 742-3686  
[dcollins@prcsa.ca](mailto:dcollins@prcsa.ca)

We appreciate all applications, but only those selected for an interview will be contacted.



Employment Opportunity