

# Tourism & Events Assistant, Sadleir House Facility

The successful candidate will work to promote activity, tourism, and general use of the Sadleir House facility. All Sadleir House staff are expected to aid in the general maintenance and day-to-day upkeep of the facility.

Specific duties will include:

- Develop promotional materials such as brochures and general guides to use of the House for events;
- Assist with the organisation and operation of events at Sadleir House including receptions, music and drama performances, public lectures, art shows, and other such events;
- Develop and implement a plan for Summer Event Programming that will be pertinent to students, the community at large, and visitors to the Kawartha region;
- Assistance with the review of 2006-07 Sadleir House programming and the development of a programming plan for the 2007-08 season; and,
- Assist with the development and revision of policies related to the rental and booking of the facility and event staffing.

## Eligibility:

- Must be between 15 and 30 years of age;
- Must have been registered as a full-time student during 2006/07;
- Must be intending to return to school full-time in September 2007;
- Must be Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- Must be legally entitled to work in Canada in accordance with relevant Provincial/territorial legislation and regulations.
- SmartServe training an asset but will be provided otherwise;
- Web Page design skills an asset but not required;
- Publication design skills an asset but not required.

**Term: April/May 2007 - August 2007**

## Application Deadline:

**Monday April 16th, 2007 by 5:00pm**

**Wage: \$10/hour, 30 hours/week**

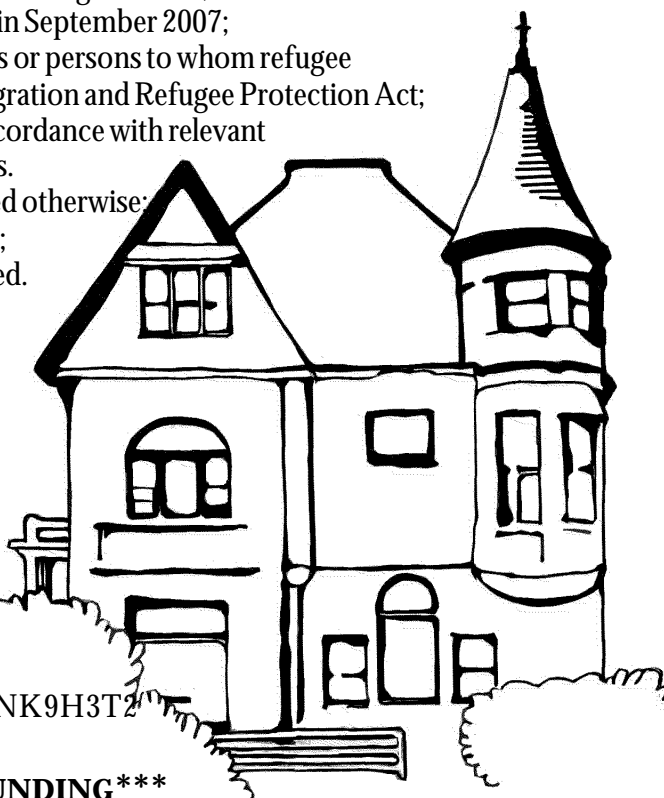
**Please Submit Resume, Cover Letter, and the Names of at least two References to:**

Dwayne Collins, Steward

Sadleir House, 751 George St. N. Peterborough, ONK9H3T2

**\*\*\*THIS JOB IS CONDITIONAL UPON FUNDING\*\*\***

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



Employment Opportunity