

Tourism & Events Assistant

The successful candidate will work under the supervision of the Convenor of the P.R. Community and Student Association to promote activity, tourism, and general use of the facility.

Particular tasks may include:

- › Development of promotional materials to encourage visits to and use of Sadleir House, an architecturally and historically significant heritage property in Peterborough and an artistic and educational venue for the community at large;
- › Assistance with the organisation and operation of events at Sadleir House including receptions, music and drama performances, and banquets, as well as use of study and common spaces;
- › Assistance with the development and publicity of regular Summer Programming for Sadleir House that will be pertinent to students, the community at large, as well as visitors to the Kawartha region;
- › Assistance with the development policies surrounding rental and booking of the facility and event staffing;
- › Assistance with promotion and booking of the facility

Eligibility:

- › Must be between 15 and 30 years of age;
- › Must have been registered as a full-time student during 2005/06;
- › Must be intending to return to school full-time in September 2006;
- › SmartServe training & Driver's License an asset but not required;
- › Web Page design skills an asset but not required;
- › Publication design skills an asset but not required.

Term: May 15/06 - Aug 18/06

Wage: \$9.80 per hour

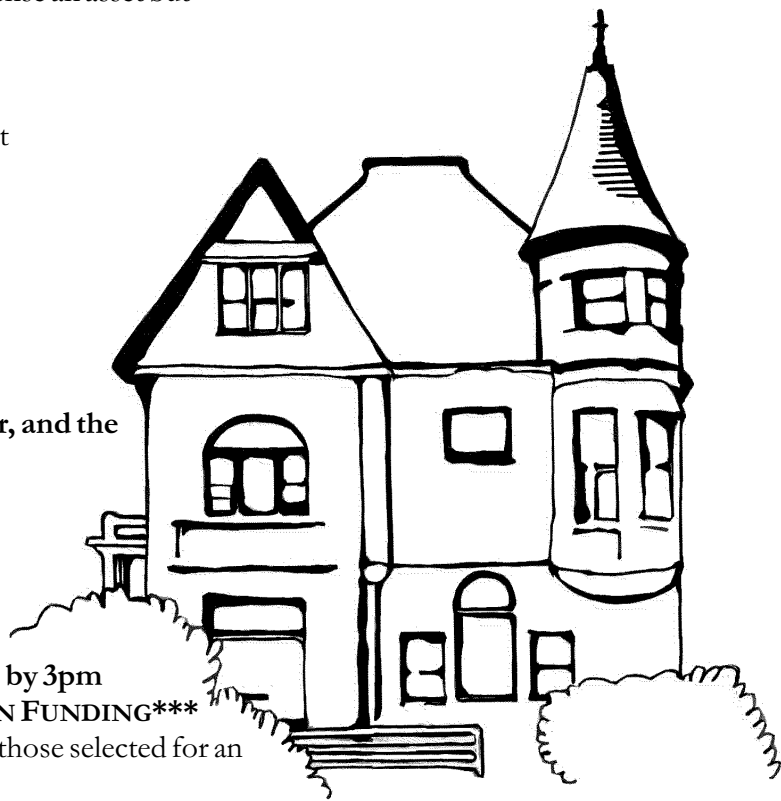
Please Submit Resume, Cover Letter, and the Names of two References to:

Dwayne Collins, Steward
Sadleir House
751 George St. N.
Peterborough, ON
K9H 3T2

Application Deadline: April 28, 2006 by 3pm

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

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



Employment Opportunity