

Restoration & Facility Management Assistant

The successful candidate will work under the supervision of the Steward of the P.R. Community & Student Association, along with such consultants as required to restore and assist in the management of Sadleir House, an architecturally and historically significant building in the City of Peterborough.

Particular tasks may include:

- › Assistance with the development of a maintenance and restoration plan for the facility as well as general policy;
- › Assistance with restoration of elements of the original 19th century Queen Anne Style building and repairs to the architecturally significant 20th century Ron Thom additions;
- › Documentation and research of the history of the facility and preparation of reports and other materials to promote Sadleir House heritage, as well as preparing for Sadleir House's participation in the 2006 Doors Open Peterborough event;
- › Development of promotional materials to encourage visits to and use of Sadleir House ;
- › Assistance with general management, 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 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

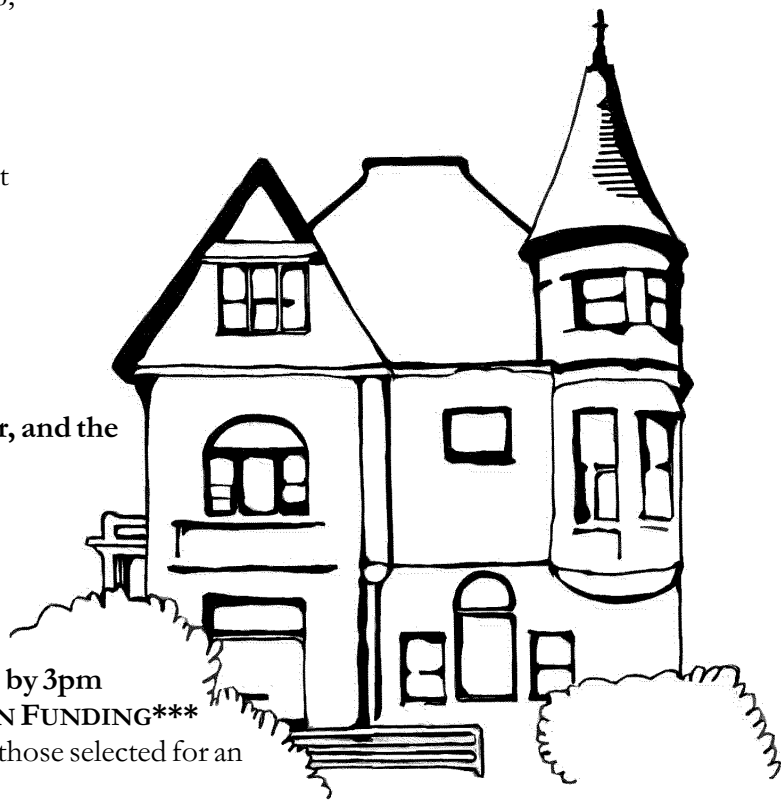
Please Submit Resume, Cover Letter, and the Names of two References to:

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