

Sadleir House

Events Assistant

The P. R. Community and Student Association (PRCSA) invites applications to fill the position of Events Assistant available at 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.sadleirhouse.ca).

The successful candidate will be responsible for assistance with event planning and implementation at Sadleir House under the direction of the Steward. The Events Assistant aids in the promotion and running of our Thursday night Pubs programme for student and community groups as well as other special events. Applicants should indicate their experience with event promotion, sound system set up and maintenance at live music events, and bar service. All Sadleir House staff are expected to aid with day-to-day operations of the facility.

Eligibility and Qualifications:

- SmartServe certification and serving experience;
- Event promotion;
- Experience as a sound technician during a variety of live performances;
- Experience working at a live music venue;
- Experience with non-profit or arts-related organisations preferred.

Term: October 2011 - April 2012

Application Deadline: October 5th, 2011 by 5:00pm

Wage: \$11.00 per hour / up to 15 hrs/wk

Method of Application:

Quoting job number EventsYE12, please submit a resume, cover letter, and the names of two references to:

Ms. Alissa Paxton

Acting Steward of Sadleir House

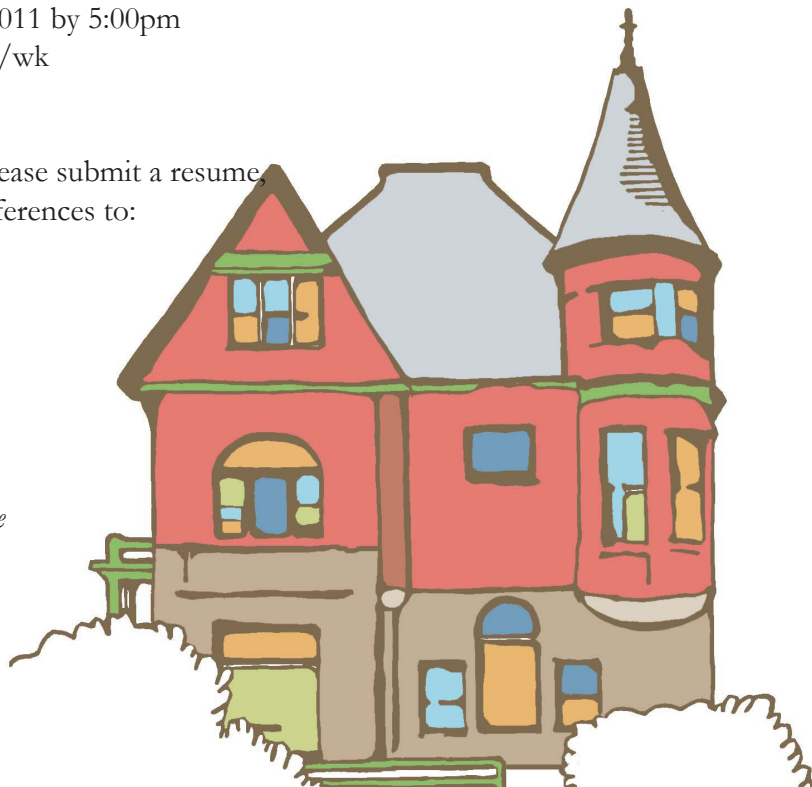
751 George St. N.

Peterborough, ON

K9H 3T2

info@prcsa.ca (PDF Format only)

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



EMPLOYMENT OPPORTUNITY