

# Sadleir House Events Assistant [OWSP]

The successful candidate will be OWSP eligible and be responsible for assisting with space bookings and special events at Sadleir House, including music and drama performances, banquets, as well as use of study and common spaces under the direction of the Convenor. All Sadleir House employees are expected to aid with day-to-day operations of the facility

## Particular Tasks May Include:

- Assistance with event planning, staffing, etc;
- Basic office and reception duties;
- Basic cleaning and maintenance items

## Eligibility:

- › Must be OWSP eligible;
- › SmartServe training an asset but will be provided for those without;
- › Graphic and poster design skills an asset but not required.

**Term: September 2006 - April 2006**

**Application Deadline: Monday September 18th, 2006 by 5:00pm**

**Wage: \$7.75 per hour for 10 hours per week**

**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

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

