

Dryden Regional Training and Cultural Centre

The Dryden Regional Training and Cultural Centre is looking for customer service oriented staff to assist with the implementation of events at The Centre. Through the Events and Facility division we provide customers with exceptional Customer Service and Creative Event Solutions all under the roof of a state-of-the-art multipurpose training and convention facility. We are looking for:

DRTCC Event Services I – Casual Event Hostess File #N-1718-43

- You will be responsible for assisting the caterers in serving meals during the events, setting tables, serving tables and assisting the Event & Services Coordinator with other assigned duties. Shifts vary between days, evenings, and weekends.

DRTCC Casual Event Students – File #N-1718-44

- You will be responsible for assisting the Event & Services Coordinator in clearing tables, cleaning tables and chairs, setting up and take down of tables and chairs for each event, setting tables for each event, setting up required Audio and Visual equipment, loading and unloading client equipment, retracting theatre seats and set up and take down of theatre seats. Minimum age, 15 years old. Shifts based upon event bookings, and vary between evenings and weekends.

Interested candidates should apply to the attention of the undersigned by 4:00 p.m., Friday, April 27, 2018. Please reference the appropriate file number and submit a complete resume and covering letter, including the names of three professional references. One reference must be a recent/immediate supervisor (if possible). Authorization to contact the references under the terms of the Municipal Freedom of Information and Protection of Privacy Act must also be included.

John Carlucci, Event & Services Coordinator
Keewatin-Patricia District School Board
Dryden Regional Training and Cultural Centre
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The Board thanks applicants for indicating an interest in this position, however, only those selected for personal interviews will be contacted.

Confidential information provided by applicants will be used for the purposes of this competition only and will be protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

This Board is an equal opportunity employer.

The Keewatin-Patricia District School Board encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

S. Monteith
Director of Education

D. Penney
Board Chair