

## **WORK STUDY JOB POSTING**

**For HR/CUPE 951 USE ONLY**

**NON UNION**

**JOB TITLE:** LEGA3 - Visitor Engagement Assistant 3  
(3 of 3 positions)

**DEPARTMENT NAME:** Legacy Art Galleries

**CONTACT NAME:** Caroline Riedel

### **JOB DESCRIPTION:**

The work study student will be a key Visitor Engagement team member and will be trained by our Education staff specialist on the Legacy Art Gallery's visitor engagement program. In this role, the student will meaningfully engage visitors in the content of the exhibitions during approximately half of their hours.

Additional duties include gallery opening procedures, assisting with set up and take down for events such as lectures and receptions, delivery of public programs and distributing publicity material.

The student will receive training in Legacy's Visitor Engagement Strategies program. Other learning opportunities may include assisting with exhibition preparation and take down, cataloguing art and artifacts, data entry and collections management. The student will also be asked to participate in occasional after hours openings of the Legacy Gallery. The student should expect to work a minimum of 4 hours per week (scheduled Wed to Sat) to accommodate opening hours 10 am to 4 pm.

### **QUALIFICATIONS:**

The ideal candidate will have a background in Art Historical and/or contemporary art based research and writing be proficient in Word, Excel, Photoshop. Experience with Illustrator, InDesign and Word Press would be an asset. Excellent oral and written communication skills.

**JOB LOCATION:** Legacy Art Gallery Downtown  
630 Yates St.  
occasional work on campus as needed

**WORK STUDY WAGE:** \$12.00/hour (including 4% vacation pay)

**DEPARTMENT TOP UP:** \$0.00

**HOURS AVAILABLE:** 150

**HOW TO APPLY:** Please email a resume and cover letter to Caroline Riedel, Curator  
curator@uvic.ca