

## **WORK STUDY JOB POSTING**

For HR/CUPE 951 USE ONLY

CUPE

**JOB TITLE:** VISU3 - Life Drawing

**DEPARTMENT NAME:** Coordinator Visual Arts

**CONTACT NAME:** Hollis Roberts

### **JOB DESCRIPTION:**

The Life Drawing Coordinator is responsible for the operation of the Life Drawing Program scheduled for Saturday mornings from October to April. While on duty the responsibilities include: ■Moving furniture to free space for the event.

- Maintenance of the Drawing Studio and it's furnishings.
- Booking the models.
- Arranging payment for the models.
- Collecting fees from and issuing receipts to the participants.
- Reporting to the Facilities and Production Manager regarding attendance and revenues.
- Other miscellaneous administrative or creative duties as required.
- Creating a welcoming and respectful environment that promotes community and creativity.

### **QUALIFICATIONS:**

- Personable, cooperative and friendly demeanor
- Good communications skills
- Working knowledge of Excel
- Familiarity with the Life Drawing processes, needs, and requirements
- Ability to lift and move furniture such as drawing tables

### **Other Information:**

**Under the direction of the Facilities and Production Manager this position will involve weekend hours.**

**JOB LOCATION ON-CAMPUS:** Visual Arts Building

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

**DEPARTMENT TOP UP:** \$

**HOURS AVAILABLE:** 100

### **HOW TO APPLY:**

In person with cover letter and resume to: Hollis Roberts - Visual Arts Department - Room A103

Applicants must be eligible for Work Study Program

For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>