

WORK STUDY JOB POSTING

For HR/CUPE 951 USE ONLY

CUPE Other

Vetted By: _____ Date: _____

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JOB TITLE: HIST 3 - Café Historique Production Assistant

DEPARTMENT NAME: History

CONTACT NAME: Peter Cook

JOB DESCRIPTION:

The Café Historique Production Assistant (PA) will be centrally involved in the promotion, management, and production of a popular history-themed speakers series in Victoria, BC. For each of seven events to be held on the first Tuesday of each month from October 2014 to April 2015, the PA will (1) assist in event promotion via print and social media (may include research for thematically relevant visual materials); (2) assist in the management of the ticket and reservation system; (3) handle, under supervision, the set-up and take-down of equipment at the venue; (4) run the “box office” during the event; and (5) carry out sundry tasks as required to ensure the success of the series. This position runs from September 2015 to April 2016.

QUALIFICATIONS:

The Production Assistant should possess:

- Excellent communication skills in English (oral and written)
- Good problem-solving skills
- Good interpersonal skills
- Appreciation of history as a discipline and ability to promote it to a broad public
- Ability to use a computer and MS PowerPoint
- Basic understanding of social media sites such as Facebook, Google+, and Twitter

JOB LOCATION ON-CAMPUS: History Department, Clearihue B245

WORK STUDY WAGE: \$11.00

HOURS AVAILABLE: 100

HOW TO APPLY: Please send a cover letter, cv, and the names of three references to:
Dr Peter Cook
Department of History
University of Victoria
P.O. Box 3045 STN CSC
Victoria, B.C. V8W 3P4
or via email to cookp@uvic.ca

Applicants must be eligible for Work Study Program
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>

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