

**2023/2024 WORK STUDY PROGRAM  
JOB POSTING**

**JOB TITLE:** LEGA Visitor Engagement Assistant, 3 positions

**DEPARTMENT NAME:** Legacy Art Galleries

**CONTACT NAME:** Anahita Ranjbar, Curator of Collections

**JOB DESCRIPTION:**

The work study student will be a key Visitor Engagement team member and will be trained by Visitor Engagement staff specialists. In this role, the student will welcome visitors, orient them to the gallery and exhibition(s), and promote visitor engagement in the exhibition content as well as record attendance stats and conversation highlights.

Additional duties include gallery opening and closing procedures, assisting with set up and take down for events, assisting with the delivery of online or in-person public programs and assisting with distribution of publicity material. Other learning opportunities may include assisting with exhibition preparation and take down, cataloguing art and artifacts, and data entry as time permits. Visitor Engagement Assistants typically work a minimum of 4 hours per week to accommodate opening hours 10 am to 4 pm Thursday to Saturday.

**QUALIFICATIONS:**

The ideal candidate will have

- A background in Fine Arts, Indigenous Studies, Humanities, Museum Studies or a related field.
- Proficiency with Microsoft Office.
- Excellent oral and written communication skills.
- The ability to talk to people about art

**JOB LOCATION:** 630 Yates St. Victoria, BC

**WORK STUDY WAGE:** \$17.50/hour (including 4% vacation pay)

**DEPARTMENT TOP UP:** \$3.00/hour (plus 4% vacation pay)

**HOURS AVAILABLE:** 115, (approx. 4-7 hours per week)

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM  
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>

**HOW TO APPLY:**

Please email a resume and cover letter to Anahita Ranjbar, Curator of Collections, [anahitaranjbar@uvic.ca](mailto:anahitaranjbar@uvic.ca).

Visitor Engagement staff work with children and seniors. Successful candidates will be required to complete a Criminal Record Check.