JOB TITLE: ARTH2 – Social Media/Communications Coordinator

DEPARTMENT NAME: Art History and Visual Studies

CONTACT NAME: Catherine Harding

JOB DESCRIPTION:

- The Social Media / Communications Coordinator will work in conjunction with the Art History and Visual Studies Graduate Association (AHVSGA) Board and membership to ensure that the membership is advised of all Association and Department matters and opportunities that might be of interest. This position ensures our social media tools are kept up to date and that all appropriate permissions are obtained for photo usage, etc.
- Attends AHVSGA Board meetings in the position of AHVSGA Communications Coordinator. Assist Special Events Coordinator and Newsletter Editors – and board members and students – with soliciting, generating, coordinating, and editing content.
- Maintains the AHVSGA website with new and ongoing content in a timely manner. Suggests new initiatives for the website and/or new media including one short film project for the year (perhaps featuring interviews with faculty members, students, across Fine Arts, with the teachers in the SIM lab).
- Ensures consistent use of style and brand/logo guidelines across communications materials (and have creative voted on/approved by the Board). Promotes consistency in editorial voice, layout and ‘look’ across AHVSGA-related communication channels (currently the website, ARTiculate journal and ARTbeat newsletter).
- Establishes connections with other community members/partners including the Legacy Art Galleries to begin to build other avenues for content.
- Liaises with Board members, students, department, and Faculty of Fine Arts Communications Officer in communications for story ideas and/or contributions.
- Identifies new social media opportunities and develops content strategies to ensure consistent weekly posting across platforms (this includes maintaining the AHVSGA Facebook and Instagram pages).
- Ensure the AHVSGA bulletin board is kept up to date and fresh with alternating material each semester.

QUALIFICATIONS:

Art History and Visual Studies students preferred. Experience with WordPress, social media platforms, and Adobe InDesign an asset. Excellent communication skills and attention to detail. Applicants should be creative, take initiative, and have strong writing, editing, and organizational skills.

JOB LOCATION ON-CAMPUS: Fine Arts Building

WORK STUDY WAGE: $14.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 100 hours

HOW TO APPLY: Please apply via email with cover letter and resume to: Catherine Harding, Acting Chair Department of Art History & Visual Studies arthistorychair@uvic.ca Art History & Visual Studies

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