

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: LEGA1 - Visitor Engagement Assistant 1

DEPARTMENT NAME: Legacy Art Galleries

CONTACT NAME: Katie Hughes

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 welcome visitors, orient them to the gallery and exhibition(s), and meaningfully engage visitors 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 (as public events resume), 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. Visitor Engagement Assistants should expect to work a minimum of 4 hours per week to accommodate opening hours 10 am to 4 pm Wed to Sat.

QUALIFICATIONS:

The ideal candidate will have

- A background in Fine Arts, Indigenous Studies, Humanities, Museum Studies or a related field
- Proficiency in Microsoft Office.
- Excellent oral and written communication skills.
- The ability to talk to people about art
- Experience with Illustrator, InDesign, Photoshop and Word Press would be an asset.

JOB LOCATION ~~ON-CAMPUS~~: Legacy Gallery Downtown 630 Yates St.
With very occasional work on campus as needed

WORK STUDY WAGE: \$16.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 115

HOW TO APPLY: Please email a resume and cover letter to Katie Hughes, Curator of Collections, khughes@uvic.ca

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>