2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: LEGA1 – Visitor Engagement Assistant 1

DEPARTMENT NAME: UVic Legacy Art Galleries

CONTACT NAME: Caroline Riedel

JOB DESCRIPTION:

The work study student is 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 meaningfully engage visitors in the content of the exhibitions, keep daily visitor statistics, record visitor interactions and feedback, and monitor the security of the exhibition spaces. Additional duties may include gallery opening and closing procedures.

The student will be trained in Legacy’s Visitor Engagement Strategies program. Other learning opportunities may include assisting with exhibition preparation and take down, cataloguing art and artifacts, data entry and collections management. The student should expect to work a minimum of 4 hours per week to accommodate opening hours 10 am to 4 pm Wed to Sat.

In a continued and evolving response to COVID-19, the university has introduced protocols and resources to protect the health and safety of all staff and visitors to the gallery. Please see https://legacy.uvic.ca/#section0-5 for Legacy’s full Safety Plan.

QUALIFICATIONS:

The ideal candidate will

- Enjoy talking to people about art
- Be willing to participate in in-person training on the exhibition content
- Attend monthly debrief sessions in-person or by Zoom
- Be proficient with Microsoft Office
- Possess excellent oral and written communication skills

Please note this position is open to students from all disciplines. Legacy’s exhibitions and programs promote dialogue around issues that matter. More about our mission is available here https://legacy.uvic.ca/about_us/mission.html


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
<table>
<thead>
<tr>
<th><strong>JOB LOCATION ON-CAMPUS:</strong></th>
<th>Legacy Gallery Downtown 630 Yates St. with occasional work on campus as needed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WORK STUDY WAGE:</strong></td>
<td>$15.50/hour (including 4% vacation pay)</td>
</tr>
<tr>
<td><strong>HOURS AVAILABLE:</strong></td>
<td>200</td>
</tr>
<tr>
<td><strong>HOW TO APPLY:</strong></td>
<td>Please email a resume and cover letter to Caroline Riedel, Curator of Collections, <a href="mailto:criedel@uvic.ca">criedel@uvic.ca</a></td>
</tr>
</tbody>
</table>