

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UNIC1 - Auditorium Promotions Assistant 1

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: University Farquhar Auditorium, External Relations

CONTACT NAME: Debra Fitzsimmons

JOB DESCRIPTION:

The University Farquhar Auditorium hosts many events from concerts, lectures, dances and more. We are looking for someone who is keen to see behind the scenes of arts administration and can assist with various projects throughout the term. Many assignments can be worked remotely on a flexible schedule however this position will also be required to assist in the promotion of University Farquhar Auditorium presented events, including the production and/or distribution of press materials. This position may also provide support for School of Music events at the Phillip T Young Recital hall.

QUALIFICATIONS:

The ideal candidate will be proficient in Microsoft Office applications, with the capacity to learn how to operate Theatre Manager software. Experience in customer service and written communication considered an asset.

JOB LOCATION ON-CAMPUS: Jamie Cassels Centre, B211

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

DEPARTMENT TOP UP: n/a

HOURS AVAILABLE: 100

HOW TO APPLY: Please email dfitz@uvic.ca with cover letter and resume.

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>