JOB TITLE:          UNIC2 - Publicist and Promotions Assistant 2
DEPARTMENT NAME:   University Centre Farquhar Auditorium, External Relations
CONTACT NAME:      Debra Fitzsimmons

JOB DESCRIPTION:

The Publicist and Promotions Assistant is required to assist in the promotion of University Centre Farquhar Auditorium presented events as required, including the production and/or distribution of press materials to include posters and programs. 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 Word, 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: University Centre Building, B Wing
WORK STUDY WAGE:       $14.50/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 for Work Study Program
For details go to:  http://www.uvic.ca/registrar/safa/work-study/index.php