JOB TITLE: VISU2 – Visual Arts Workshop Assistant

DEPARTMENT NAME: Visual Arts

CONTACT NAME: Hollis Roberts

JOB DESCRIPTION:

While on duty the responsibilities may include:

- Working with and assisting the on-duty Workshop Technician
- Enforcement of shop rules and policies
- Assisting students in the shops with woodworking and metalworking techniques
- Assist in keeping the shops, Sculpture Yard and corridors clean, tidy and orderly
- Instructing students in the safe use of tools and equipment
- Collection and assembly of materials/information to enhance online support and documentation
- Maintenance, inspection, and servicing of dark rooms
- Maintenance, inspection, and servicing of studios
- Creating a welcoming and respectful environment that promotes community and creativity
- Communicating safety and maintenance issues to the Workshop Technician

QUALIFICATIONS:

- Applicant should have an aptitude for the techniques and processes used in metal shops
- Applicant should have an aptitude for the techniques and processes used in wood shops
- Applicant must be open to training and willing to comply with departmental policies
- Good work habits and an awareness of safety concerns is imperative
- Personal, cooperative and friendly demeanor
- Good communication skills

Time schedule per week will be determined by student’s academic time schedule

JOB LOCATION ON-CAMPUS: Visual Arts Building

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

DEPARTMENT TOP UP: $0

HOURS AVAILABLE: 100

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

In person with cover letter and resume to: **Hollis Roberts** –
Department of Visual Arts – Room A103

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