

WORK STUDY JOB POSTING

For HR/CUPE 951 USE ONLY

NON UNION

JOB TITLE: LEGA3 - Visitor Engagement Assistant 3

DEPARTMENT NAME: Legacy Art Galleries

CONTACT NAME: Caroline Riedel

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 meaningfully engage visitors in the content of the exhibitions.

Additional duties include gallery opening procedures, assisting with set up and take down for events such as lectures and receptions, delivery of public programs and distributing publicity material.

The student will receive training 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 will also be asked to participate in occasional after hours openings of the Legacy Gallery. 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.

QUALIFICATIONS:

The ideal candidate will have

- A background in Art Historical and/or contemporary art based research and writing and enjoy talking to people about art.
- Proficiency in Microsoft Office. Excellent oral and written communication skills.
- Experience with Illustrator, InDesign, Photoshop and Word Press would be an asset.

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

WORK STUDY WAGE: \$13.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: \$ 0

HOURS AVAILABLE: 150

HOW TO APPLY: Please email a resume and cover letter to Caroline Riedel,
Curator curator@uvic.ca

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