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 events as required, including the production and/or distribution of press materials. This position will also provide support for School of Music events at the Phillip T Young Recital hall.

QUALIFICATIONS:

The ideal candidate will be proficient in Word, Excel and Dreamweaver, with the capacity to learn how to operate Theatre Manager software, as well as experience using social networking tools. Experience in event promotion, arts in general, and/or arts in Victoria will be considered an asset.

JOB LOCATION ON-CAMPUS: University Centre Building, B Wing

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

DEPARTMENT TOP UP:

HOURS AVAILABLE: 125

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