JOB TITLE: VISU2 - Life Drawing Coordinator

DEPARTMENT NAME: Visual Arts

CONTACT NAME: Hollis Roberts

JOB DESCRIPTION:
The Life Drawing Coordinator is responsible for the operation of the Life Drawing Program scheduled for Saturday mornings from October to April. While on duty the responsibilities include:

- Maintenance of the Drawing Studio and its furnishings.
- Booking the models.
- Arranging payment for the models.
- Collecting fees from and issuing receipts to the participants.
- Reporting to the Facilities and Production Manager regarding attendance and revenues.
- Other miscellaneous administrative or creative duties as required.
- Creating a welcoming and respectful environment that promotes community and creativity.

QUALIFICATIONS:

- Personable, cooperative and friendly demeanor
- Good communications skills
- Working knowledge of Excel
- Familiarity with the Life Drawing processes, needs, and requirements
- Ability to lift and move furniture such as drawing tables

JOB LOCATION ON-CAMPUS: Visual Arts Building

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

DEPARTMENT TOP UP: $ N/A

HOURS AVAILABLE: 100

HOW TO APPLY: In person with cover letter and resume to: Hollis Roberts - Visual Arts Department - Room A103

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