

WORK STUDY JOB POSTING

For HR/CUPE 951 USE ONLY

NON UNION

JOB TITLE: VISU2 - Visiting Artist Program Assistant

DEPARTMENT NAME: Visual Arts

CONTACT NAME: Hollis Roberts

JOB DESCRIPTION:

While on duty the responsibilities may include:

- Moving furniture to free space for the event.
- Setup and removal of chairs.
- Setup and removal of lectern.
- Assist with the setup and removal of AV equipment.
- Enforcing Visual Arts and OBFD installation best practices and requirements.
- 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
- Applicant subject to approval by the Faculty Member overseeing The Visiting Artist Program

Other Information:

Under the direction of the Facilities and Production Manager this position will involve evening hours.

JOB LOCATION ON-CAMPUS: Visual Arts Building

WORK STUDY WAGE: \$12.00/hour (including 4% vacation pay)

DEPARTMENT TOP UP: \$

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>