

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: LEGA 3 - Visitor Engagement Assistant 1

DEPARTMENT NAME: Legacy Art Galleries

CONTACT NAME: Anahita Ranjbar, Curator of Collections

JOB DESCRIPTION:

The work study student will be a key Visitor Engagement team member and will be trained by our Visitor Engagement staff specialist. In this role, the student will welcome visitors, orient them to the gallery and exhibition(s), and meaningfully engage visitors in the exhibition content as well as record attendance stats and conversation highlights.

Additional duties include gallery opening and closing procedures.

- Proficiency with Microsoft Office.
- Excellent oral and written communication skills.
- The ability to talk to people about art

JOB LOCATION: 630 Yates St. Victoria, BC

WORK STUDY WAGE: \$18.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: \$3.00/hour (plus 4% vacation pay)

HOURS AVAILABLE: 97

HOW TO APPLY: Please email a resume and cover letter to Anahita Ranjbar, Curator of Collections, anahitaranjbar@uvic.ca

Visitor Engagement staff work with children and seniors. Successful candidates will be required to complete Criminal Record Check.

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>