

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE : THEA 20 – Properties Assistant

DEPARTMENT NAME : Theatre

CONTACT NAME : Carolyn Choo

JOB DESCRIPTION:

This individual will work in the Theatre Properties department, assisting the Properties Coordinator in the management, organization, creation and repair of properties stock.

QUALIFICATIONS :

Well organized, computer proficiency with Mac OS, MS Excel, Word and other MS Suite applications. Ability to repeatedly lift in excess of 20 kgs. Knowledge and ability in the use of hand and power tools related to carpentry and furniture building an asset.

Must be available to work flexible hours, including evenings and weekends.

JOB LOCATION ON- CAMPUS: Phoenix Building

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

HOURS AVAILABLE : 100

HOW TO APPLY :

Carolyn Choo
Properties Coordinator
Department of Theatre, University of Victoria
PO Box 1700 STN CNC
Victoria BC V8W 2Y2

Email: carolynchoo@uvic.ca

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>