

\2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: ARTH 2– Social Media/Communications Coordinator

DEPARTMENT NAME: Art History and Visual Studies

CONTACT NAME: Erin Campbell

JOB DESCRIPTION:

- The Social Media / Communications Coordinator will work in conjunction with the Art History and Visual Studies Graduate Association (AHVSGA) Board and membership to ensure that the membership is advised of all Association and Department matters and opportunities that might be of interest. This position ensures our social media tools are kept up to date and that all appropriate permissions are obtained for photo usage, etc. All work will be done remotely, with meetings conducted via Zoom or equivalent platforms.
- Attends AHVSGA Board meetings in the position of AHVSGA Communications Coordinator. Assist Special Events Coordinator and Newsletter Editors – and board members and students – with soliciting, generating, coordinating, and editing content.
- Maintains the AHVSGA website with new and ongoing content in a timely manner.
- Ensures consistent use of style and brand/logo guidelines across communications materials (and have creative voted on/approved by the Board). Promotes consistency in editorial voice, layout and 'look' across AHVSGA-related communication channels (currently the website, *ARTiculate* journal and *ARTbeat* newsletter)
- Use Adobe InDesign to assist with layout and design of newsletter ARTbeat, ensuring consistent and professional appearance.
- Liaises with Board members, students, alumni network, department, and Faculty of Fine Arts Communications Officer in communications for story ideas and/or contributions.
- Identifies new social media opportunities and develops content strategies to ensure consistent weekly posting across platforms (this includes maintaining the AHVSGA Facebook and Instagram pages).
- Ensure the AHVSGA bulletin board is kept up to date and fresh with alternating material each semester.
- Collaborate with Visual Impetus Coordinators to assist with promotion of annual conference across website and social media channels. Identifies publicity opportunities for event or call for papers via other arts organizations, associations, or institutions.
- Liaises with Alumni Coordinator, for ideas on stories, content and events including monthly AHA! Seminars.
- Establishes connections with other community members/partners including the Legacy Art Galleries to begin to build other avenues for content.
- Suggests new initiatives for the website and/or new media including one short film project for the year (perhaps featuring interviews with faculty members, students, across Fine Arts, with the teachers in the SIM lab).

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>

QUALIFICATIONS:

Art History and Visual Studies students preferred. Experience with WordPress, social media platforms, and Adobe InDesign an asset. Excellent communication skills and attention to detail. Applicants should be creative, take initiative, and have strong writing, editing, and organizational skills.

JOB LOCATION ON-CAMPUS: Fine Arts Building, work will be performed online

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

DEPARTMENT TOP UP: \$ 2.50/hour (plus 4% vacation pay)

HOURS AVAILABLE: 100

HOW TO APPLY: Please apply via email with cover letter and resume to:
arthistorychair@uvic.ca Dr. Erin Campbell, Chair,
Art History & Visual Studies.