

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** UVSS 5- Cinecenta Promotions Officer

**DEPARTMENT NAME:** University of Victoria Students' Society, Cinecenta

**CONTACT NAME:** Lisa Sheppard

#### JOB DESCRIPTION:

- Promote Cinecenta on social media, website, direct marketing etc
- Contact media, on-campus and local intercultural organizations to disseminate information on Cinecenta Film Series.
- Assist in organizing promotional materials and press releases to promote Cinecenta.
- Update data-base and website.
- Organize and file promotional material
- Research alternative means of promoting the theatre.
- Help develop and execute a customer survey.

#### QUALIFICATIONS:

- Strong knowledge of social media a must
- familiarity with library resources
- knowledge and interest in international film
- good written and verbal communication skills
- Strong computer skills
- good research skills with a familiarity of library resources
- other related duties as assigned

**JOB LOCATION ON-CAMPUS:** Student Union Building Room B131

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

**HOURS AVAILABLE:** 57

**HOW TO APPLY:** Resume to SUB Room B131, Attention: Lisa Sheppard

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>