Graduate Assistantships positions are open for applications, pending funding approval from the University. All incoming and continuing MA and MFA students are encouraged to apply. Reapplication is permitted.

**Eligibility:** Candidates must be incoming or continuing graduate students in the Department of Art and Art History of good academic standing and maintain a minimum GPA of 3.0 or above.

**Compensation and Workload:** GAships include a full tuition waiver and annual salary of approximately $17,000, requiring an average 20 hours of work per week.

**To Apply:**
- Complete the Application Form
- Submit a current resume
- Submit additional materials as stated under individual positions

Applicants who want to use the supportive materials of MA/MFA admission applications (e.g. writing samples, portfolio, etc.) for the GA application should indicate so in the GA application form. Applicants may also need to submit additional material that address specific GAships.

**Portfolio Protocol:**
Digital images should be formatted as JPEG (RGB) files, or PDF. JPEGs should be no smaller than 1920 pixels on the longer side, at 72 ppi. Individual JPEG files larger than 3 MB will not be opened. Name the image files alphabetically or numerically to ensure they are reviewed in the desired order.

Time- or Web-Based Work, Video, Sound, and Animation can be submitted as Mac OS X compatible MOV, MPG, MP4, WMV, or AVI formats. Provide URLs for web-based works. Also provide concise printed instructions for viewing/listening to time-based or web-based work. These instructions are especially important for reviewing web-based material that the reviewers might otherwise browse randomly. Time-based work should be limited to 10 minutes.

Include an inventory that identifies each image or time-based work by title, date, medium, size, and other appropriate information.

**Submission Deadline – January 15, 2015**
Hardcopies, CD and/or flashdrives – to Department Office, Art Building room 142
Electronic Submission via Dropbox or email to uhart@hawaii.edu

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**Art 113 Graduate Assistantship**
Art 113 is an introductory drawing course required of all department majors. Class enrollment is 18.

Minimum Qualifications: Exceptional demonstrated observational drawing skills; extensive knowledge in theories and techniques of drawing including handling of tools, proportion, compositional design, line quality, value, perspective; and familiarity of the history of drawing. Strong portfolio of creative artwork and academic record; excellent communication and organizational skills; ability to teach fundamentals of drawing; significant preparation through undergraduate drawing course work.

Desirable Qualifications: Experience teaching drawing.

Duties: Fall semester - Attend training sessions led by faculty mentor and teach 1 section of ART 113. Spring semester - teach 1 section of ART 113. Contribute to maintaining drawing and painting facilities, plan lectures and conduct demonstrations, maintain student records, hold office hours, assign grades, participate in group grading sessions, and other duties as assigned.

Application: 20 samples of artwork that demonstrate thorough evidence of skills in drawing. (see portfolio protocol)

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**Art 242 Graduate Assistantship**
Art 242 is a course introducing modes of working in clay. Using three-dimensional concepts in clay, this course explores numerous techniques and processes used in the production of ceramic objects. Class enrollment capacity is 20.
Minimum Qualifications: Demonstrated skills in both handbuilding and wheel work; familiarity with ceramic processes; capability in making ceramic glazes and kiln operations; extensive knowledge of theories and techniques employed in contemporary ceramics and a comprehensive knowledge of ceramic art history. Strong portfolio of creative artwork and academic record; excellent communication and organizational skills; ability to teach fundamentals of ceramics.

Desirable Qualifications: Experience teaching ceramics.

Duties: Fall semester - serve as teaching assistant under faculty mentor for one section of ART 242 and teach 1 section of ART 242. Spring semester - teach 1 section of ART 242. Contribute to maintaining ceramics facilities, plan lectures and conduct demonstrations, maintain student records, hold office hours, assign grades, participate in group grading sessions, and other duties as assigned.

Application: 20 samples of artwork that demonstrate thorough evidence of skills in ceramics. (see portfolio protocol)

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**Art 175/176 Graduate Assistantship in Art History**

Art 175 and 176 (Survey of Global Art History I and II) are introductory and sequential Art History courses offered in alternate semesters (175 in Fall semesters and 176 in Spring semesters). Class enrollment is approximately 240.

Minimum Qualifications: Strong academic record in art history; excellent communication, organizational, and writing skills.

Desirable Qualifications: Familiarity with ARTstor, PowerPoint, KeyNote, and Laulima; teaching experience.

Duties: Serve as teaching assistant to supervisory professors and assist in course related duties and activities as assigned by supervisory professor; attend all ART 175/176 general lectures given by the supervisory professors; lead discussion/review sessions (each week, typically three 50-minute sessions with approximately 20 students per session); hold office hours to meet with students (typically one hour per week); maintain Laulima course websites; create assignments, discussion sessions with PowerPoint presentations, and tests; perform grading duties and assign, record, and maintain course grades. Opportunities may be available for GAs to create and deliver lectures in their areas of specialization to the general class.

Application: Submit a 1,000 to 1,500-word writing sample on a topic related to art history and/or art criticism; names and contact information of 2 references.

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**Ceramic/Glass/Metal/Wood Studios Graduate Assistantship**

The department has a range of studio facilities in ceramics, glass, metal, and wood. The studios serve faculty and students as teaching classrooms, for the production of artwork, and support our gallery exhibition programs.

Minimum Qualifications: Strong academic record and portfolio of artwork in the related areas; knowledge of hand and power tools for wood and metal working, strong woodworking experience; knowledge of safety and health concerns associated with ceramics, glass, metal and wood studios operations; good communication and organizational skills; must be physically fit, able to lift 75 pounds, applicants should be forewarned of that there will be exposure to dust and other particulates, please state if you suffer from dust-related allergies or sensitivities in these working environments. Must be First Aid and CPR certified at the point of hire.

Desirable Qualifications: Experience in supervising ceramics, glass, metal and/or wood studios in an academic setting; familiarity with CNC technology, fire prevention and basic firefighting techniques for dust/electrical/particle-borne fire.

Duties: Serve as primary studio technician and safety officer in the ceramics, glass, metal and wood studios from 7pm to 11pm five nights a week; secure studios at 11pm; assure safe work environment; oversee and enforce the safe use hand and power tools during evening hours; assist students in the technical production of class projects; supervise students; conduct general maintenance of ceramics, glass, metal and wood studios; notify supervisor of health and safety concerns; and other duties as assigned by supervisory professors and the facilities manager.

Application: Minimum of 10 sample of artwork that demonstrate thorough evidence of skills in woodworking. (see portfolio protocol)
Computer Labs Graduate Assistantship

The department has a range of digital media labs supporting different emphasis in digital media. The studios serve faculty and students as teaching classrooms and for the production of artwork.

Applicants do not need to have ALL skills outlined under "Desirable Qualifications". The department is seeking applicants with the best fit with individual labs. Applicants should thoroughly list their digital media skills in their application form.

Minimum Qualifications: Strong portfolio of artwork (if MFA student); strong academic record; good communication and organizational skills; able to lift 50 pounds.

Desirable Qualifications: Demonstrated experience and skills to thoroughly trouble shoot and repair common problems with Mac and PC hardware, software, and peripherals. Knowledge of standard graphics and web software, basic video and sound production. Experience in image processing software, advanced skills in digital fine art printing techniques, color management, RIP software, sharpening, calibration and profiling tools; digital black and white printing techniques and alternative digital processes.

Duties: Serve as primary lab technician in one or more digital media labs; assist students and faculty in the production of teaching material and artwork in and out of class sessions; conduct workshops and tutorials on the digital media and professional practice (e.g. resume, artist portfolios, promotional material, etc); maintain functionality of computers and peripherals, software and licenses; execute calibration, repairs and upgrades; assist supervisor in ordering of supplies and inventory; oversee lab operations and other student assistants; and other duties as assigned by supervisory professors.

Application: MFA studio applicants should submit 20 samples of creative work (see portfolio protocol)

Curatorial Graduate Assistantship

The Curatorial Graduate Assistantship is under the auspice of the Gallery office which oversees the operation of several on and off-site galleries, the John Young Museum of Art and visiting artists/scholars programming.

Minimum Qualifications: Strong portfolio of artwork (if MFA student); strong academic record; extensive background in artistic practice, art history, or museum studies; excellent research, writing, oral communication and organizational skills; proficiency in computer software: Word, Excel and PowerPoint.

Desirable Qualifications: Prior museum or gallery experience; ability to work well in a team environment; proficiency in digital photography and computer software: FileMaker, InDesign, and Photoshop.

Duties: Work directly with the gallery staff on exhibition development; conduct historical and biographical research; assemble materials for publications; draft interpretative labels; assist with loans; develop and maintain databases of artists and artworks; assist in cataloguing research and registration practices, collaborate in the creation and presentation of education programs and text, tours, lectures, and other special events to complement specific exhibitions; conduct exhibition tours; conduct visitor surveys; develop public relations and marketing material including bulk mail; prepare artwork to be photographed; prepare digital images for media and publications; research, organize, and compile information to develop statistics and reports on visitor attendance and media coverage of exhibitions; and other duties as assigned by supervisory professor and gallery staff. Must be available to work nights and weekends.

Application: Submit a 1,000 to 1,500-word writing sample on a topic relating to art history and/or criticism. Applicants may also submit digital images of prior curatorial projects and exhibitions. (see portfolio protocol)

Exhibition Installation Graduate Assistantship

The Exhibition Installation Graduate Assistantship is under the auspice of the Gallery office which oversees the operation of several on and off-site galleries, the John Young Museum of Art and visiting artists/scholars programming.

Minimum qualifications: Strong portfolio of artwork (if MFA student); strong academic record; excellent communication and organizational skills; experience with hand and power tools, woodworking skills, and safety precautions; ability to climb 10-foot ladders to reach and work at a height of 14 feet; ability to lift 75 pounds.
Desirable Qualifications: Prior museum or gallery experience; ability to work well in a team environment; successful completion course work in Exhibition Design and/or Gallery Management or equivalent experience; teaching experience; proficiency in digital photography and computer software: FileMaker, InDesign, and Photoshop.

Duties: Assist Exhibition Designer with exhibition layout and implementation of exhibitions; participate in setting up of exhibitions including but not limited to wall installation and construction, painting, installation of artwork, signage and label fabrication; building and packing crates; dismantling of the installation; prepare artwork to be photographed; photo-document exhibitions; prepare digital images for media and publications. Serve as teaching assistant for Art 360 (Exhibition Design and Gallery Management); attend selected lectures; assist in class activities; and other duties as assigned by supervisory professor and gallery staff. Must be available to work nights and weekends.