

**UNIVERSITY OF HAWAI'I AT MANOA – DEPARTMENT OF ART AND ART HISTORY  
2019/2020 GRADUATE ASSISTANTSHIP OPPORTUNITIES**

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 for all GA positions they are qualified, not only those in their areas of specialization. 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 \$17,500, requiring an average 20 hours of work per week.

**To Apply:**

Incoming MA and MFA students - submit via <https://documentupload.manoa.hawaii.edu>.

- Complete the Graduate Assistant Application Form
- Submit additional supporting material specific to individual GA positions. (When uploading under the Category of [Other], please notate in [Description] "GA Application")
- Your MA or MFA application will be automatically be a part of your GAship application.

Continuing MA & MFA students – submit via flash drive to Department Office, Art Building room 142; or electronically via online file transfer to [uhart@hawaii.edu](mailto:uhart@hawaii.edu).

- Complete the Graduate Assistant Application Form
- Submit a current resume
- Submit additional supporting material specific to individual GA positions\*

\*MA applicants who wish to use the supportive materials of their admission applications (e.g. writing samples) for their GA application should indicate so in the GA application form.

**Image Portfolio Protocol:**

Digital images should be compiled as one PDF, no larger than 100 MB. 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 – Tuesday, January 15, 2019 3:00pm Hawaii Time**

### **Teaching Assistant for Art 113 (Introductory Drawing)**

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: A minimum of 10 samples of your artwork that demonstrate thorough evidence of skills in observational drawing. If there is no evidence that address observational drawing in your MFA application portfolio, you are encouraged to submit additional examples. If available, samples of drawings by students for whom you were primary instructor. (see portfolio protocol)

---

### **Teaching Assistants for Art 175/176 (Introductory 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 and assist in course related duties and activities as assigned by supervisory professors; attend weekly training and planning meetings; 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.

---

### **Teaching Assistant for ART 175 (Introductory Art History) and ART 302 (Introduction to Contemporary Critical Theory)**

Art 175 (Survey of Global Art History I), held in the Fall semester, is an introductory art history course. Art 302 (Introduction to Contemporary Critical Theory), held in the Spring semester, offers an examination of significant themes and issues in contemporary critical theory as they relate to the production and reception of art.

Minimum Qualifications: Strong academic record in art history and/or critical theory, excellent communication, organizational, and writing skills.

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

Duties: Serve as teaching assistant in ART 175 (Fall semester) and ART 302 (Spring semester) and assist in course related duties and activities as assigned by supervisory professors.

Fall semester - attend weekly training and planning meetings; attend all ART 175 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.

Spring semester - attend all ART 302 general lectures given by the supervisory professor; lead review sections (3 times over the course of the semester); maintain Lualaba course websites; create assignments; 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.

---

### **Teaching Assistant for Introductory Level Studio Course**

The department seeks applicants with qualifications to teach introductory courses that cover media-specific visual theories and histories, coupled with basic technical skills. Class enrollment capacity is 16 to 20.

ART 116 (Introduction to Three-Dimensional Composition) – A variety of 3D techniques are introduced, including sewing, basic carving and modeling, mold-making and casting, model-making, woodworking with hand and power tools.

ART 130 (Introduction to Glass) – Skills introduced include basic off-hand glass blowing, mold blowing, solid forming, color application with overlays and roll-ups, off pipe sculptural approaches, basic kiln forming and cold working (lap wheels, belt sanders, drill press, and diamond saw), chemical adhesion, furnace and kiln charging and maintenance.

ART 201 (Introduction to Electronic Arts) - Skills introduced include video production (Adobe Premiere and After Effects), electronic sound production (Audacity, Audition, Audio Tool) and classic electronic music synthesis.

ART 202 (Introduction to Digital Imaging) - Skills introduced include Photoshop, Illustrator, print profiles, inkjet printing.

ART 217 (Screenprinting) - Skills introduced include screenprinting, basic hand-cut and photo-stencil techniques.

ART 242 (Introduction to Ceramics) - Skills introduced include hand-building, wheel-throwing, glazing and kiln operations.

Minimum Qualifications: Demonstrated skills in one or more of the above media; extensive knowledge of related theories and histories. Strong portfolio of creative artwork and academic record; excellent communication and organizational skills; ability to teach fundamentals of visual art.

Desirable Qualifications: Teaching experience

Duties: In the Fall semester serve as teaching assistant under faculty mentor for one section of an introductory studio course. Teach a section of this same course in both the Fall semester and Spring semester. Contribute to maintaining studio 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: A minimum of 10 samples of your artwork that demonstrate thorough evidence of skills covered by the course/s you are applying to. If there is no evidence that address these skills in your MFA application portfolio, you are encouraged to submit additional examples. If available, samples of artwork by students for whom you were primary instructor. (see portfolio protocol)

---

### **Lab and Safety Support (Ceramic/Glass/Metal/Wood Studios)**

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 application submission.

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; supervise woodshop from 7pm to 11pm five nights a week; assist students in the technical production of class projects; oversee and enforce the safe use hand and power tools during evening hours; cleaning and tidying the wood courtyard and tidying up general areas; conduct general maintenance of ceramics, glass, metal and wood studios; assure safe work environment; secure studios at 11pm; 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)

---

### **Technical Support for Computer Labs**

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 organization skills; ability to lift 50 pounds. Demonstrated experience and skills to troubleshoot and repair common problems with Mac and PC hardware, software, and peripherals. Working knowledge of standard graphics and web software and basic video and sound production, image processing and large format digital printing.

Desirable Qualifications: Advanced skills in digital fine art printing techniques, color management, RIP software, sharpening, calibration and profiling tools, and alternative digital processes. Advanced skills in sound and video composition and production; voltage control and classic synthesis theory and techniques.

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: Minimum of 10 sample of artwork that demonstrate thorough evidence of skills in digital imaging and/or electronic media. (see portfolio protocol)

---

### **Curatorial Assistant (Gallery)**

The Curatorial Graduate Assistantship is under the auspice of the Gallery office that oversees the operation of several on- and off-campus 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. (see portfolio protocol)

---

### **Exhibition Installation (Gallery)**

The Exhibition Installation Graduate Assistantship is under the auspice of the Gallery office that oversees the operation of several on- and off-campus 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 of course work in Exhibition Design and/or Gallery Management or equivalent experience; teaching experience; proficiency in digital photography and computer software: FileMaker, InDesign, Photoshop and Lightroom.

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.

---

### **Visual Resources Collections Assistant**

This position is under the auspices of the Art History Area to support its Visual Resources Collections (VRC).

Minimum Qualifications: Strong portfolio of artwork (if MFA student); strong academic record; familiarity with Mac computers, Photoshop, and digital scanning.

Desirable Qualifications: Strong organizational skills; ability to work independently; experience in data entry; knowledge of ARTstor and PowerPoint.

Duties: Work under the supervision of assigned Art History faculty to build the digital image collection for the purpose of teaching and research; assist in the operation of the VRC and the maintenance of its equipment; and other duties as assigned by the Chair.