



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

**Title of the position:** Graduate Assistant

**Focus Areas:** Graphic design/photo editing, communications, administration, faculty research support

**Department:** Arts Everywhere – Kathryn Wagner, Associate Director

**Reports to:** Sabine Gruffat, Professor, Moving Image & Digital Art  
Bill Brown, Associate Professor, Media & Technology Studies and Production

**Overview:**

Arts Everywhere collaborates with campus-wide partners to transform the UNC-Chapel Hill community through cutting-edge programs that embed the arts into daily life at Carolina. Arts Everywhere and Cosmic Rays Film Festival have collaborated on and have been awarded an NEA Media Arts grant for the upcoming [Cosmic Rays Film Fest](#) 2022, scheduled to run over several days in late March/April, specific dates tbc.

**Key areas of responsibility:**

We are supporting the hire of a graduate assistant for an upcoming collaboration with Cosmic Rays Film Festival. The graduate assistant will play a central supporting role on the project, working closely with Professors and Co-Directors of the Cosmic Rays Film Festival, Sabine Gruffat and Bill Brown as they develop materials for the 2022 Cosmic Rays Film Festival. This is a very hands-on role, as the graduate assistant will help with everything from research, web design, and social media marketing.

**Key Qualifications:**

The position requires both the ability to work independently and collaboratively. An interest in the arts, media arts, and event planning is important.

To be successful in this role, the graduate assistant must be a skilled writer and web designer. Additional skills include proficiency in Photo Editing software such as Canva, Photoshop or InDesign, familiarity with social media platforms such as Facebook and Instagram, Html and/ or Wordpress, and MS Suite (Word, Excel, Access, and PowerPoint).

**Key Traits:** Self-directed, creative, strong work ethic, organized.

**Terms of employment and Compensation:**

The graduate assistant will be expected to work 10 hours per week, ideally from January through the beginning of May 2022, allowing for flexibility during exam and holiday break periods. The graduate assistant will be paid a rate of \$14/hr, with anticipated gross appointment compensation of approximately \$2,500. In-state tuition benefits are not available. This is a hybrid position, with some in-person and some remote hours expected.

**To apply:** Submit a cover letter and resume to Kathryn Wagner at [kathryn-wagner@unc.edu](mailto:kathryn-wagner@unc.edu). The cover letter should explain why you are interested in the position and supporting the arts at Carolina.

**Start Date:** We aim to fill this position as soon as possible.

**Closing Date:** Applications will be reviewed continuously until the position is filled.