

# MAGID CENTER FOR WRITING

## GRADUATE ASSISTANTSHIP

[The Iowa Summer Writing Festival](#), housed in the [Magid Center for Writing](#), is accepting applications for a 50% summer Graduate Assistantship. For this eight-week position, we are looking for a motivated, hard-working individual who is eager to help build community and is interested in learning more about arts administration. Attention to detail is a must, and specific duties will include (but are not limited to) the following:

- Marketing, communications, and outreach efforts including social media, website updates, and UI Events Calendar management (June)
- Assisting instructors with loading course materials to Canvas/UI learn pages (June)
- Assisting with registration, instructor meeting, and general orientation on each Sunday evening of the festival (July 9, 16, and 23)
- Co-hosting Monday evening festival reception (July 10, 17, and 24)
- Hosting open mic on Wednesday and Saturday evenings (July 12 & 15, 19 & 22, 26 & 29)
- Co-hosting Thursday night faculty and participant dinner (including arranging/planning for music and entertainment) (July 13, 20, and 27)
- Coordinating virtual components of the festival's weekly lecture series, The Eleventh Hour
- Lead weekly morning training on printing and campus computing access for participants (July 10, 17, and 24)

This is a 20-hour per-week position that includes nights and weekends. Previous experience with event planning/arts organizing is highly desirable. Interested candidates should submit a résumé and a cover letter that details why they are interested in this position and what relevant experience they have. Please email all documents to [gabriella-mcdermott@uiowa.edu](mailto:gabriella-mcdermott@uiowa.edu).

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