

Kala Art Institute
Artists-in-Schools Program Internship

Kala Art Institute's Artists-in-Schools Program is currently accepting applications for two non-paid internship positions.

An internship at Kala Art Institute offers "hands on" experience working in a lively and stimulating environment in West Berkeley. Kala Art Institute's mission is to help artists sustain their creative efforts over time through its Artist-in-Residence and Fellowship Programs, and to increase appreciation of this work through exhibitions, public programming and educational efforts. Interns receive individual training in all aspects of public programming including art education instruction, program planning, marketing, and administrative procedures. The two positions offers a wide variety of tasks on any given day, from assisting a Teaching Artist in classrooms and after, installing an exhibition of student work, to organizing art supplies and materials, to writing copy material for marketing purposes, and photographing student artwork. There will also be some clerical and computer work.

The skills acquired in this internship may be applicable to other gallery and teaching professions. Although this position is unpaid, interns completing 100 hours of work will receive free enrollment in a Kala class of his/her choice. Check out our current offerings online <http://kala.org/class/class.html>.

Duration of Internship:
9 months or other duration as appropriate.

RESPONSIBILITIES:

Teaching

- Assist Kala Teaching Artists in school-site classrooms and at Kala
- Research state content standards and develop curriculum ideas
- Act as "stage hand" for dance performances dressing children in costume and providing backstage supervision

Documentation

- Photograph/video AIS projects at school sites and in Kala Gallery

Programmatic

- Research and compile media lists and resources for program marketing
- Write press releases and text for collateral materials
- Correspond with art teachers, school administrators, parents, etc., about programs, evaluations, funding opportunities
- Summarize finished projects for grant reports, newsletters and other publications

Administrative

- Organize and update AIS image database
- Enter contacts into address book and master database
- File and maintain electronic and printed records
- Process invoices: calculate hours, enter payables and receivables into spreadsheet
- Inventory current supplies/materials, track lending and process purchase requests
- Update Facebook, Twitter and other social networking sites with news and information

REQUIREMENTS

Interns should have any or all of the following:

- A sincere interest in and/or experience working with children and youth
- Desire to work with the public and learn the ins and outs of arts education
- Basic computer skills. Knowledge of Excel, Photoshop and Filemaker helpful
- A background in art, art history and or education
- Flexible availability, with at least 4 hours on Tuesdays or Thursdays and some evenings/weekends as needed for performances and exhibitions

APPLICATION REQUIREMENTS

- Cover letter detailing why you want this internship
- Resume (please include computer experience and specify what applications you are familiar with)

Please email all materials with “Artists-in-Schools Program Internship” in the subject line to sharon_jue@kala.org.

Interviews are by appointment only with selected candidates.

Positions open until filled.

To find out more about Kala Art Institute, check out our website, www.kala.org