

Job Title: Arts Education Manager (Artists-in-Schools, Camp Kala, Field Trips, and Community Engagement)

Department: Education

Direct Report: Co-Director

Hours: 36 hours per week/78 hours a pay period

Compensation: Salary Range (\$29/hour, \$54,288/year), Full-time (non-exempt)

Benefits: Comprehensive Benefits Package after 3 months*

Kala Art Institute, a dynamic, non-profit arts organization in Berkeley, CA is seeking an Arts Education Manager (Artists-in-Schools, Camp Kala, Field Trips, Outreach and Community Engagement). This position manages Kala's Artists-in-Schools program and community partnerships, as well as onsite arts education programs including Camp Kala, Field Trips and Community and Family Workshops. Kala's Artists-in-Schools program connects Kala teaching artists with neighboring public schools in Berkeley, Emeryville, and Oakland for in-school residencies that provide high quality interdisciplinary visual art projects created in collaboration with classroom teachers. The Arts Education Manager is also responsible for managing Camp Kala, Kala's summer camp program for youth and teens, for managing Field Trips throughout the school year when funding is available, and Community Workshops and events designed for all ages. In addition to collaborating with the Arts Education team, the Arts Education Manager will work collaboratively with the Artist Residency Program and Gallery & Exhibition Programs to provide participants with a fuller experience and access to Kala's resources.

KEY RESPONSIBILITIES

ARTISTS-IN-SCHOOLS (AIS) & FIELD TRIPS

- Manage 12-20 in-school art residencies annually in neighboring public schools in Berkeley, Emeryville, and Oakland
- Work with school principals, classroom teachers and Kala teaching artists to design custom-tailored in school residencies for K-12 students.
- Create contracts and invoices for Artists-in-Schools programs (AIS)
- Create and maintain contracts and MOUs with school districts and other partners.
- Track and communicate budget.
- Invoice schools/outside agencies regularly (monthly).
- Recruit, interview, and hire Teaching Artists, Interns, and Assistants.
- Create and process hiring paperwork for Teaching Artists.
- Schedule orientation meetings at school sites; Lead program orientation and policies, contracting/compliance, curriculum design, and documentation guidelines.
- Support Teaching Artists by providing training in classroom management and curriculum design, annual evaluations, and classroom observations.
- Organize exhibitions of student work at Kala for certain school programs or facilitate celebrations of student work and engagement at schools or community sites.
- When funding is available for Field Trips, organize Field Trip program for K-12 students, priority local, public schools
- With teaching artists and collaborators, create gallery activities and a classroom project based around an exhibition; coordinate teaching artists to facilitate field trips and coordinate with schools dates and times of visit

CAMP KALA

- Begin Camp Kala planning in the fall to put together an 8-10 week summer art program with week-long sessions in printmaking, sculpture, painting/drawing, fiber arts, photography, etc.
- Work with long-time teaching artists for proposals and newcomers for Camp Kala proposals.
- Promote programs through the Kala website, print media and social media, and in-person events; Write copy for the e-newsletter, website, print, and social media.
- Manage Kala's online registration system, ActiveNet.
- Enter sessions and add registration forms in Activenet, sending out emails to families through this platform, and handling registration and refunds
- Update the Kala website EDUCATION section with camp sessions, program updates, and changes; Aim to open Camp Kala for registration by January 15th annually
- Recruit, interview, and hire Teaching Artists, Interns, and Assistants for Camp Kala, working with YouthWorks and other paid internship programs for young adult counselors.
- Create and process hiring paperwork for Teaching Artists.
- Schedule orientation meetings at school sites and/or Kala and coordinate with studio managers for parts of Camp Kala that may use the digital lab, printshop, or other shared spaces;
- Lead program orientation and policies, contracting/compliance, curriculum design, and documentation guidelines.
- Regularly communicate with program participants and community members with updates and new program inquiries
- Maintain organization and accessibility of supplies/equipment for Camp Kala and other arts education programs.
- Develop and maintain an archive of previous campo session plans, lesson plans, instructors, students, surveys, and images.
- Track Camp Kala enrollment and generate enrollment and budget reports/summaries for programs.

COMMUNITY WORKSHOPS, ENGAGEMENT & OUTREACH

- Organize regular family and community engagement programs (currently two workshops including Dia de los Muertes and Lunar New Year celebrations)
- Organize a once-a-year public event, currently called the West Berkeley Community Print Festival that is an open house with an afternoon of free, accessible hands-on art making activities created in collaboration with all of Kala's departments.
- Develop and implement scholarship and sliding scale models for classes and workshops yearly and make adjustments as needed.
- Manage the general outreach efforts for the arts education programs that you manage, Artists-in-Schools programs, Field trips for K-12 students, and facility tours for colleges and community-based groups bringing adults to Kala to see the print studio and Heinz Ave. facilities, Kala gallery, and community classroom.
- Organize professional development workshops for educators and teaching artists
- Collaborate with Artist Residency, Gallery, and Exhibition programs for cross-space initiatives and community engagement events (family and community workshops, community classes, artist talks, public events, etc.)

ADMINISTRATIVE & OPERATIONS

- Manage the organization, maintenance, and accessibility of materials, resources, supplies, and equipment for arts education programs at Kala San Pablo Avenue and Heinz Avenue Studio (printshop, digital media lab, and black and white darkroom).
- Document arts education programs for marketing materials; organize media for easy access.
- Attend to Education Program operations and facilities at San Pablo and Heinz Avenue, and communicate needs and emergencies with the Co-Directors and Artist Residency (AIR) Studio Team.
- Coordinate and communicate AV/Tech for Teaching Artists and Studio setup requirements.
- Develop and maintain an archive of previous lesson plans, classes, instructors, students, surveys, and images.
- Support arts education program accounting needs with invoicing, reimbursements, and tracking expenses; process monthly expenses in a shared accounting worksheet.

FUNDRAISING AND ORGANIZATIONAL INITIATIVES

- Provide support with all fundraising efforts related to arts education programs (i.e. grant writing/ reports, auction fund-a-need program, etc.)
- Support recruitment, training, and supervision of Education interns/volunteers.
- Share responsibility for maintaining Kala operations and facilities (San Pablo/Heinz/Annex), gallery hours, and assisting with special events.
- Attend monthly staff and ARC (Anti-Racism Committee) meetings.
- Participate in organizational long-term planning and serve on committees like strategic planning, auction planning, and other cross-departmental initiatives

QUALIFICATIONS

- BA and/or Master's degree in Art, Art Education, Education, Art History, or related fields.
- 3+ years of experience managing, designing, and teaching arts education programs to youth and/or adults in a professional setting
- Proven track record of success in program management and sensitivity to and understanding of the needs and interests of diverse artists and participants.
- Demonstrated knowledge of marketing/outreach and/or creative problem-solving skills.
- Knowledge of and connections with the Bay Area Art and Education Community; non-profit experience is a plus.
- Has an overall positive attitude, a strong interest in learning shows personal initiative, and the ability to work as a team member in a fast-paced creative environment.
- Excellent written and verbal communication, and computer skills, including experience using Google Workplace, Excel, Filemaker, WordPress, and Adobe Creative Suite.

HOW to APPLY Applications will be reviewed on a rolling basis with a final due date of September 30, 2024. Please send a cover letter, resume, and three references (names, emails, and phone numbers) to Ellen Lake, Co-Director at jobs@kala.org with Arts Education Manager in the subject line.

EOE STATEMENT

Kal Art Institute is an equal opportunity employer and strongly encourages applications from all qualified individuals. We value the unique experiences, strengths, and perspectives that applicants will bring to this position and encourage. We look at each applicant's full experience, consider each applicant and encourage people from all backgrounds and experiences to apply.

***BENEFITS INCLUDE**

- Medical insurance, dental and vision insurance
- Generous holiday, vacation, and sick leave
- Simple IRA plan with employer matching up to 3% (after two years)
- Professional development funds provided (\$500/year)
- Access to Kala's studio equipment and discount on classes and workshops