

**Kala Art Institute**  
**Artists-in-Schools Program Internship, Camp Kala Assistant**

Kala Art Institute's Artists-in-Schools Program is currently accepting applications for two non-paid internship positions during our summer youth arts program July -August 15, 2011.

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 position offers a wide variety of tasks on any given day, from clerical and computer work, to assisting a Teaching Artist in the classroom, installing an exhibition of student work, to organizing supplies and materials, to writing copy material for marketing, and photographing student artwork.

The skills acquired in this internship may be applicable to other museum and gallery 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:

July 1 – August 15, 2011 or other duration as appropriate.

**RESPONSIBILITIES:**

Teaching

- Assist Kala Teaching Artist(s) in our summer youth arts program at Kala
- Support curriculum development and implementation as directed by Teaching Artist(s) and Program Coordinator
- Prep materials and supplies, manage daily set-up and clean-up
- Supervise students in the Kala Community Classroom and during walking field trips
- Lead mini-projects in collaboration with Teaching Artist

Documentation

- Photograph/video campers in action and document/scan artwork

Administration/Marketing

- Inventory current supplies/materials, track lending and process purchase requests
- Update Facebook, Twitter and other social networking sites with news and information

- Upload and organize AIS image database

#### ADDITIONAL PROJECTS MAY INCLUDE:

##### Administrative

- Enter contacts into address book and Filemaker database
- File and maintain electronic and printed records
- Process invoices: calculate hours, enter payables and receivables into spreadsheet

##### 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
- Summarize projects for grant reports, newsletters and other publications

#### REQUIREMENTS

Interns should have any or all of the following:

- A sincere interest in and/or experience working with children and youth
- Fingerprint/Live Scan Clearance (to be completed upon acceptance)
- A background in art, art history and/or education
- Desire to work with the public and learn the ins and outs of arts education
- Commitment to consistent availability July 5-August 15 Monday-Friday 8am-4pm and ideally several additional days in June for preparation
- Basic computer skills. Knowledge of Excel, Photoshop and Filemaker helpful

#### 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](mailto:sharon_jue@kala.org).

Interviews are by appointment only with selected candidates.

Positions open until filled.