



## **Kala Art Institute Web Multimedia Production Internship**

Kala Art Institute is currently accepting applications for one non-paid Web Multimedia Production internship position beginning immediately.

An internship at Kala Art Institute offers “hands on” experience working in a lively and stimulating artistic and creative 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.

This internship will focus on producing video pieces from past and present Kala events to be used for promotion on our website, social networking sites, grant proposals, and for generating public interest in our programs. Interns will receive individualized training in various aspects of communications and marketing management. Interns will also learn a variety of tools across multiple platforms to broaden Kala's outreach efforts and to develop new strategies of community and audience engagement.

The skills acquired in this internship may be applicable to other non-profit art and multimedia 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 class offerings online: <http://kala.org/class/class.html>.

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

### Responsibilities:

- Photograph and/or record video of events and gallery exhibitions
- Produce promotional materials and advertisements including posters and post cards
- Edit videos for youtube from past and present events
- Managing regular Youtube uploads
- Printing signs and artwork on large-scale digital inkjet printers

### Requirements:

- Understanding of Mac OS
- Basic or Intermediate knowledge of Video/podcast editing in Final Cut Studio 3 (Final Cut 7) or Adobe CS Production Premium / Premiere 5.5 and willingness to learn proper codecs and file formats for web video production
- Adobe CS (Photoshop/Illustrator) for designing title graphics for video
- Adobe CS (Photoshop, Illustrator, InDesign, Dreamweaver) for designing and producing web optimized graphics and basic HTML
- Ability to storyboard or outline for planning video and audio content

- Social media sites experience (Youtube, Facebook, Flickr)
- Photography, videography, graphic and web design skills are a huge plus.
- A sincere interest in and/or experience working with non-profit art organizations
- Good verbal communication skills
- Flexible availability, with at least 4 hours/week on Wednesdays, Thursdays or Fridays. Some evening hours are required to cover events and gallery openings.

APPLICATION REQUIREMENTS:

- Cover letter detailing why you want this internship
- Resume (please include computer experience, including what applications you are experienced with)
- Samples of video work, (documentary style work is preferred but any type of video work will be accepted)

Please email all materials with "Web Multimedia Production Internship" in the subject line to [sharon\\_jue@kala.org](mailto:sharon_jue@kala.org).

Interviews are by appointment only with selected candidates. No phone calls, please.

Position open until filled.