



**Kala Art Institute
Artists-in-Residence/Classes Internship**

An internship at Kala offers “hands on” experience working in a lively and stimulating studio environment. 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. The position offers a wide variety of tasks on any given day, from clerical and computer work, to marketing classes through web partnerships, Facebook, Twitter, and print material distribution, to assisting with printmaking and digital media workshops.

The skills acquired in this internship may be applicable to other studio art and art administration positions. 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:

- Help with administrative responsibilities related to classes
- Marketing classes through web partnerships and distribution of print materials
- Assisting with printmaking and digital media workshops
- Assist with installation and de-installation of the exhibitions
- Help maintain Gallery space

REQUIREMENTS:

Interns should have all of the following:

- Extensive printmaking experience (if interested in class assisting)
- Computer skills. Knowledge of Photoshop and Filemaker helpful.
- A background in art or art history

APPLICATION REQUIREMENTS:

- Cover letter detailing why you want this internship
- Resume (please include computer experience, including what applications you are experienced with)

Please email all materials with “A-I-R/Classes” as the subject line to:
carrie@kala.org

Interviews are by appointment only with selected candidates.
Positions open until filled.