



I N S T I T U T E

## **Kala Art Institute Internship, Spring 2017 Artist-in-Residence Program Assistant**

**Duration of Internship:** January 10 – May 12, 2017

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 work over time through its Artist-in-Residence and Fellowship Programs, and to engage the community through exhibitions, public programs, and education.

Contribute to the Kala’s core residency program and related events. Assist in the coordination of Art Talks and gather alumni news for e-newsletters. Ideal candidates enjoy administrative work, data input, working with artists, researching, organizing information, and desire hands-on experience in residency program support. Proficiency in Google Forms and Docs, desired. Time commitment: 7 hours per week, Tuesday–Friday. Assistance with two public events per month is required. Although this position is unpaid, interns will receive free enrollment in a Kala class of his/her choice and access to communal studio space.

### **RESPONSIBILITIES**

- Marketing of artist programs and other promotional initiatives
- Photograph/video artist working and document/scan artwork
- Update Facebook, Instagram and other social networking sites with news and information
- Assist with Artist-In-Residence review day, including preparation
- Assist with set up of artist calendar and scheduling of artists
- Promote and prepare public programming related to Print Public
- Help create organized systems for better workflow and program management
- Lead mini-projects in collaboration with Artist Programs Manager
- Help plan, prepare, and clean for artist pot-lucks
- Provide/offer assistance to Artist Program Manger for daily tasks

### **REQUIREMENTS**

- A background in art and/or art history
- Desire to work with the public and learn the ins and outs of non-profit management
- Two years of an undergraduate degree

### **APPLICATION REQUIREMENTS**

Current CV including experience in the arts. Interviews are by appointment only with selected candidates. Position open until filled.



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