

ART SALES INTERNSHIP Kala Art Institute's Art Sales Program is currently accepting applications for one non-paid internship position. 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, educational efforts and art sales. This position offers a wide variety of tasks on any given day, from clerical and computer work, to documenting art work and posting images, organizing inventory, assisting with marketing efforts, and assisting with special art sales events and presentations. The skills acquired in this internship may be applicable to other museum and gallery professions. Although the 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: Negotiable, approximately 3 month minimum

RESPONSIBILITIES:

- Entering artworks in database (Filemaker Pro), and on the online sales platform Artsy
- Photograph artworks and prepare images for database/web.
- Maintain Artist Files – electronic and printed.
- Process artworks for consignment.
- Research and compile media lists and resources for program marketing.
- Update Facebook, Twitter and other social networking sites with news and information.
- Assist with special events including Gallery Openings, Kala's Annual Auction, pop-up art sales and art fairs

REQUIREMENTS:

- Desire to work with the public and learn the ins and outs of art sales.
- Experience handling artworks.
- Must be detail-oriented and organized.
- Background in art or art history, knowledge of printmaking helpful, photographic skills a major plus.
- Excellent written and verbal communication skills.
- Macintosh OSX proficiency
- Filemaker Pro II
- Microsoft Office
- Photoshop
- Flexible availability with at least 6-8 hours a week

APPLICATION REQUIREMENTS:

- Cover letter detailing why you want this internship
- Resume (please include computer experience)
- 2-3 references

Please email all materials with "Art Sales Program Internship" in the subject line to claire@kala.org Interviews are by appointment only with selected candidates. Position open until filled.