

Job Title: Digital Media Manager, Kala Art Institute
Department: Studio/Residencies
Direct Report: Artist Residency Manager
Hours: 18-24 hours a week
Compensation: \$22-25/hr, depending on experience

Kala Art Institute, a non-profit arts organization in Berkeley, CA is looking for an Digital Media Manager to oversee day-to-day operations and management of Kala's digital art lab, darkroom, and photo-shooting studio and equipment. The Digital Media Manager is part of the Artist Residency team working together to provide support for diverse local, national, and international artists and instructors working in Kala's Heinz Avenue printmaking studio and media lab on a range of creative projects. We're looking for someone who is passionate about technology, artist tools, and innovation, with experience in IT, photography, large-scale digital printing on alternative materials, and media arts. This position is the lead on IT and also provides tech support for audio visual needs for Kala's gallery and public programs including facility rentals and special events. There will also be opportunities to work on fundraising, marketing through print and social media, an organization-wide technology plan, public programs, and pop-up projects. We're seeking someone who is detail-oriented, organized, takes initiative with strong communication and computer skills and the ability to connect with artists. This is a part-time, hourly position (\$22-\$25/hour based on experience) with the potential to grow.

Kala Art Institute is an Equal Opportunity Employer and encourages diversity.

Applications will be reviewed and interviews set up on a rolling basis. Final deadline Wednesday, July 10, 2019 with a projected start date: August 2019

ARTIST RESIDENCIES / DIGITAL MEDIA MANAGER

- Managing all aspects of Kala's digital media lab, darkroom, photo-shooting studio, and equipment check-out.
- Providing in-depth orientation and on-going media-specific technical support for artists-in-residence and instructors.
- Developing systems, signage, and materials to educate, train and support artists and instructors working across media from printmaking to photography, media arts, and performance.
- Provide technical support with Epson Digital Printers, Media Lab, Photo equipment, Adobe creative Suites and handle technical questions from AIRS, fellows, instructors, interns and visitors.
- Maintain inventories for studio supplies and order or pick up all supplies.
- Support custom print projects and supplies as needed.
- Communicate regularly with Artists-in-residence, interns, and fellows through group emails.
- Invoicing, tracking, and communicating about digital printing invoicing and equipment check-out.

- Disposing of hazardous waste; dark room, e-waste, toner cartridges.
- General organizing, cleaning and maintenance of studio facilities.
- Researching trends and innovation in art-making tools and technology; Working with board and staff on Kala's technology plan.
- Nurturing a creative community of diverse local, national, and international artists through a range of activities including clean-up days, potlucks, pop-up exhibitions, artist talks, screenings, field trips, etc.
- Developing, maintaining, backing-up, and providing technical support for computer equipment and software, networks, servers, backup systems, and database systems for organization.

FUNDRAISING & ORGANIZATIONAL INITIATIVES

- Working with Kala staff and board members on exhibitions and public programs, fundraisers, including the spring auction and special events, facility rentals, and special projects.
- Responsible for in-house printing of promotional materials and signage for the organization.
- Part of a team that documents events and exhibitions and shares images, interviews, and videos across platforms.
- Help with social media, marketing, and updating Kala's website.
- Provide support with all fundraising efforts related to Artist Residency programs (i.e. grant writing/ reports, compiling data and visual materials, letters of support, soliciting donations from local businesses, etc.)
- Help coordinate major fundraising events through committee participation; Offer support for any additional events/ fundraising activities related to artist residency programming.
- Support recruitment and training of interns/volunteers; Supervise Media Arts/Photography Interns and related projects.
- Assist with special events including artists' talks, openings, studio pot-lucks, donor cultivation, etc.
- Assist with gallery installation, pick up, delivery, and shipping of work and other projects as requested.
- Attend staff, programming, marketing meetings and serve on committees like auction, technology initiatives, and strategic planning.

QUALIFICATIONS

- BA and/or Master degree in Art, Technology, and/ or related fields.
- Working knowledge of media arts and photographic practices and techniques, including digital imaging, is a must. The successful candidate must possess this knowledge in order to effectively support Artists-in-Residence, teaching artists, and staff.
- Proven track record working in digital printing, particularly large-scale digital prints, color management, photography, video and managing equipment and printing in a digital lab.

- Sensitivity to and understanding of the needs and interests of diverse artists and community members.
- Has an interest in community building, community engagement, and has strong creative problem solving skills.
- Knowledge of printmaking, media arts, photography, emerging technologies, and connections to the Bay Area Art Community; non-profit experience is a plus.
- Has an overall positive attitude, a strong interest in learning, and the ability to work as a team member in a fast-paced creative environment.
- Excellent computer skills, including experience using G-suite/Google Drive, Microsoft office/Excel, Filemaker/Artbase, Wordpress, Adobe Creative Suite.

HOW to APPLY

Applications will be reviewed on a rolling basis with a final due date of July 10, 2019. Please send a cover letter, resume, and three references (names, emails, and phone numbers) to Ellen Lake, Managing Director at jobs@kala.org with Digital Media Manager in the subject line.