

Kala Art Institute
Kala Art Collection Management Internship

An internship at Kala Art Institute, an artist residency program and community art-making hub with a gallery, art sales program and community classroom, offers “hands on” experience working in a creative 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 public through exhibitions, public programs, and education and education.

Interns receive individual training in all aspects of art collection management. Typical tasks include, but are not limited to: cataloging, numbering, conducting provenance research and tracking objects, labeling and storing artwork in proper materials, working with the Google Arts and Culture platform, and database entry.

The skills acquired in this internship may be applicable to other gallery and museum 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 current classes. <http://www.kala.org/education/adult-classes/>.

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

RESPONSIBILITIES:

- Assist with registering new artwork coming in the collection and reorganizing artwork currently in the collection
- Enter artwork information in the Kala art database
- File and maintain electronic and printed records
- Inventory current archive supplies/materials and process purchase requests
- Document/photograph artwork
- Special projects include sharing highlights of the permanent collection on Google Arts and Culture

REQUIREMENTS:

Interns should have any or all of the following: -A sincere interest in and/or experience working with non profit art organization -Experience in art handling -Macintosh OSX proficiency, Filemaker Pro, Microsoft Office -Extremely detail oriented -Excellent written and verbal communication skills -A background in art. Photographic skills are a major plus. -Flexible availability, with at least 4 hours/week on Wednesdays, Thursdays or Fridays.

APPLICATION REQUIREMENTS:

- Cover letter detailing why you want this internship
- Resume (please include computer experience and specify what applications you are familiar with).

Please email all materials with “Kala Art Collection Internship” in the subject line to mayumi@kala.org

Interviews are by appointment only with selected candidates.