Kala Art Institute
Community Projects Internship

Kala Art Institute is currently accepting applications for 1-2 non-paid internship positions to work on Kala's community projects and partnerships.

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 diverse aspects of public programming including community engagement, community partnerships, program planning, marketing, administrative procedures, and more.

The two positions offer a wide variety of tasks on any given day, including assisting artists in Kala's Print Public residency program, helping with other socially engaged projects like Reentry Through the Arts, Commons Archive, and more, installing exhibitions in the Kala Gallery, helping with public events, writing copy material for marketing purposes, photographing events and documenting artwork.

To learn more about Print Public - Kala's public art residencies and additional community projects, check out: kala.org and look for Community Projects.

DURATION OF INTERNSHIP:
3 - 6 months

RESPONSIBILITIES:

DOCUMENTATION:

- Take photo and video documentations of the process, events, exhibitions and performances related to community collaborations and projects

PROGRAMMATIC:

- Assist construction of installations and help with gallery install

- Assist editing of video and sound footage

- Help schedule events and contact event participants

- Research and compile media lists and resources for program marketing
- Write press releases and text for collateral materials

-Summarize finished projects for grant reports, newsletters and other publications

ADMINISTRATIVE:

-Organize and update Kala image database

-Enter contacts into address book and master database

-File and maintain electronic and printed records

-Update Facebook, Twitter, Instagram and other social networking sites with
    news and information

REQUIREMENTS:
Interns should have any or all of the following:

-A sincere interest in and/or experience working with artists and community

-Desire to work with the public and learn the ins and outs of community building

-Basic computer skills. Knowledge of Photoshop, video editing, Wordpress, and
Filemaker helpful

-A background in art and/or social practice

-Flexible availability, with at least 4 hours during the week and some
evenings/weekends as needed for performances and exhibitions

APPLICATION REQUIREMENTS:

-Cover letter detailing why you want this internship

-Resume (please include computer experience)

-2-3 references

Please email all materials with "Community Projects Internship" in the subject line to
mayumi@kala.org

Interviews are by appointment only with selected candidates.

Positions open until filled.
To find out more about Kala Art Institute, check out our website, www.kala.org