

Kala Art Institute Education and Public Programs Internship

Kala Art Institute's Education and Public Programs Intern will help with Kala's youth art programs (Artists-in-Schools, After School., Teen Studio, Family Art Making, and Camp Kala). We are currently accepting applications for non-paid internship positions.

An internship at Kala Art Institute, an artist residency program and community art-making hub, 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 may work on varied aspects of public programming including arts education instruction, program planning, marketing, and administrative procedures. Tasks vary on any given day, from assisting a Teaching Artist, installing an exhibition of student work, to organizing art supplies and materials, writing copy material for marketing purposes, editing images, creating posts for social media, and photographing student artwork.

The skills acquired in this internship may be applicable to other gallery and teaching professions. Although this position is unpaid, interns completing 100 hours of work will receive free enrollment in a Kala class of his/her/their choice. Check out our current offerings online <http://www.kala.org/education/adult-classes/>.

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

RESPONSIBILITIES:

Teaching

- Assist Kala Teaching Artists in school-site classrooms, online teaching, and at Kala
- Research state content standards and develop curriculum ideas

Documentation

- Photograph/video youth art projects at school sites and in Kala Gallery

Programmatic

- Research and compile media lists and resources for program marketing
- Edit images and write text for collateral materials
- Correspond with art teachers, school administrators, parents, etc., about programs, evaluations, funding opportunities
- Summarize finished projects for grant reports, newsletters and other publications

ADMINISTRATIVE:

- Organize and update youth art programs image database
- Enter contacts into address book and master database
- File and maintain electronic and printed records
- Process invoices: calculate hours, enter payables and receivables into spreadsheet
- Inventory current supplies/materials, track lending and process purchase requests
- Update Website and 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 children and youth
- Desire to work with the public and learn the ins and outs of arts education
- Basic computer skills. Knowledge of Excel, Photoshop and Filemaker helpful
- A background in art, art history and or education
- Flexible availability, with at least 4 hours on Tuesdays, Wednesdays or Thursdays

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 "Education and Public Programs Internship" in the subject line to gisela@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