

Job Title:	Digital Media Technician, Kala Art Institute
Department:	Artist Residencies/Studio
Direct Report:	Executive Director
Hours:	16 Hours/Week
Compensation:	\$26/hr, part-time (16 hrs a week)
Benefits:	Pro-rated vacation and sick time, no medical/dental benefits

Kala Art Institute, a dynamic, non-profit arts organization in Berkeley, CA is looking for a Digital Media Technician to work part-time in the artist residency program, managing the digital lab and providing technical support to Kala's artists and instructors. This position is responsible for maintaining the computer lab, digital printing systems, photo shooting studio and digital equipment, and collaborating with the Print Studio Manager and Artist Residency Manager in welcoming, orienting, and supporting artists-in-residence. Kala welcomes over 100 artists-in-residence annually creating interdisciplinary projects using Kala's specialized equipment ranging from printmaking (screenprint, etching, lithography, letterpress, etc.) to photography, and digital media for projects that include editions, works on paper, film/video, public art, installation, performance, and more. We're seeking a team player who is passionate about nurturing the creative spirit across generations, is detail-oriented with strong communication skills, and has the ability to connect with diverse artists working in diverse media.

Projected start date: January 2022

Artists-in-Residence Program / Digital Lab Responsibilities

- Maintain inventory for digital lab, maintain a clean and organized work area, and maintain media/photography equipment for incoming and current artists-in-residence
- Maintain a clean and organized work area, and equipment for classes and workshops with a focus on digital media.
- Orient new and returning artists and teachers for the digital lab, large-format inkjet printers and equipment check-out
- Provide ongoing support and technical assistance to Kala artists for their individual projects.
- Manage digital lab printing charges for invoicing
- Provide and maintain photo shooting studio and equipment (cameras, tripods, etc.).
- Implement a check-in and check-out record for all equipment
- Update how-to manuals, signage, and accessible technical information for artists and classes; prepare and ensure safe handling of all digital lab equipment
- Maintain all supplies, equipment, and infrastructure in working order; re-order ink and other supplies as needed
- Handle maintenance requests and supply reorder forms, responding to artists about timeline and progress
- Integrate new equipment; provide training to staff and artists
- Manage service and supplier communications
- General cleaning and maintenance of studio facilities; Improve facilities as needed
- Maintain and further technical knowledge in media arts and digital print media.
- Maintain up to date and posted office hours; provide coverage for Print Studio Manager and Artist Residency Manager during coworker vacations.
- Provide tours to community and school groups visiting Kala's facility

FUNDRAISING & ORGANIZATIONAL INITIATIVES

- Provide support with fundraising efforts as needed (i.e. grant writing/ reports, auction and outreach programs, compiling data and visual materials, letters of support, soliciting donations from local businesses, etc.)
- Research funding opportunities for digital media lab and new technology; Support general fundraising efforts.
- Support recruitment and training of interns/volunteers; Supervise Interns and related projects.
- Attend staff and Anti-Racism Committee meetings
- Develop, maintain and provide technical support for computer equipment and software; networks, servers, backup systems, and database systems for organization.
- Provide audio-visual and technical support for other Kala programs as needed including exhibitions, public programming, youth education, art sales and other organizational events.
- Provide in-house printing of promotional materials and signage for the organization as needed.

QUALIFICATIONS

- BA and/or Masters degree in Art, Art Education, Art and Technology, Education, or related fields.
- 2+ years of experience with non-profit arts organizations, artist residencies, photography and media lab, IT, education, or equivalent experience
- Knowledge of various visual art tools and techniques required, including inkjet printing & digital media expertise. Printmaking experience highly desired
- Proven track record of success in organizing a digital media lab or equivalent
- Sensitivity to and understanding of the needs and interests of diverse artists and participants.
- Demonstrated knowledge of strong communication and creative problem solving skills.
- Knowledge of and connections with the Bay Area Art and Education Community are a plus.
- Has an overall positive attitude, a strong interest in learning, shows personal initiative, and ability to work as a team member in a fast-paced creative environment.
- Excellent written, verbal communications, and computer skills, including experience using Adobe Creative Suite, Google Drive, Excel, Filemaker, Artbase, and Wordpress

HOW to APPLY

Submit your application before November 30 for early consideration. Applications will be reviewed on a rolling basis until 5 pm on December 10. Interviews will take place December 14 - 16. Please send a cover letter, resume, and three references (names, emails, and phone numbers) to Ellen Lake, Executive Director at jobs@kala.org with Digital Media Technician in the subject line.

EOE STATEMENT

Kala Art Institute is an Equal Opportunity Employer and encourages diversity. Kala does not discriminate on the basis of race, color, religious creed, sex, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, military status, prior contact with the criminal legal system, or any other basis prohibited by law.