

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 lab, digital printing systems, darkroom, and photo shooting studio and collaborating with the Print Studio Manager and Artist Residency Manager in welcoming, orienting, and supporting artist-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: February 2022

Artists-in-Residence Program / Digital Lab Responsibilities

- Maintain inventory for digital lab and photography supplies, maintain a clean and organized work area, and maintain media/photography equipment for incoming and current artist-in-residence (AIRs)
- Maintain a clean and organized work area, and equipment for classes and workshops with a focus on digital media and photography.
- Orient new and returning artists and orient new and returning teachers for the digital lab, darkroom, and equipment check-out
- Provide and maintain darkroom and photo shooting studio and equipment (cameras, tripods, etc.).
- Implement a check-in and check-out record for all equipment
- Provide any additional orientation on digital lab and photography equipment and media specific processes for AIR's, Fellows, and Teachers.
- Provide ongoing support and technical assistance to Kala artists for their individual project.
- Manage digital lab printing charges for invoicing
- Update how-to manuals, signage, and accessible technical information for AIRs and classes; prepare and ensure safe handling of all digital lab equipment
- Integrate new equipment, training staff and artists on 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, and keeping all processed requests for accountability; track and submit receipts
- Manage service and supplier communication
- Dispose of hazardous waste; dark room and toner cartridges
- General cleaning and maintenance of studio facilities; Improve facilities as needed (floor plan revisions, re-organization, deep cleaning, and disposal of old items)
- Provide tours to community and school groups visiting Kala's facility
- Maintain and further technical knowledge in media arts and digital print media.

- Maintain up to date and posted office hours; answer phones while in office; provide coverage for Print Studio Manager and Artist Residency Manager during coworker vacations.

FUNDRAISING & ORGANIZATIONAL INITIATIVES

- Provide support with fundraising efforts as needed (i.e. grant writing/ reports, auction fund-a-need program and outreach, compiling data and visual materials, letters of support, soliciting donations from local businesses, etc.)
- Research funding opportunities for digital media lab, photography, and new technology; Support general fundraising efforts.
- Support recruitment and training of interns/volunteers; Supervise Interns and related projects.
- Attend staff and ARC (Anti-Racism Committee) meetings
- Develop, maintain, back-up, 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 Master 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, education, or equivalent experience
- Knowledge of various visual art tools and techniques required; digital media expertise and printmaking experience highly desired
- Proven track record of success in organizing digital media lab or equivalent and 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, Wordpress,

HOW to APPLY

Applications will be reviewed on a rolling basis. Please send a cover letter, resume, and three references (names, emails, and phone numbers) by January 14, 2022 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.