

Kala Art Institute - Job Opening: Artist Residency Manager

Job Title:	Artist Residency Manager
Department/Program:	Artist Residencies/Studio
Accountability:	Executive Director
Hours:	36 hours per week / 78 hours per pay period
Rate of Pay:	Salary (\$29/hour, \$54,288/year)
Benefits:	Comprehensive Benefit Program

Kala Art Institute, a dynamic, non-profit arts organization in Berkeley, CA is looking for an **Artist Residency Manager**. This position is responsible for all Kala Artist-In-Residence Programs and works with artists through the entire process of application, acceptance, arrival, in-residence programming and check-out / departure. Under the supervision of the Executive Director, the Artist Residency Manager collaborates with the Artist Residency Team to foster creative and welcoming residency programs. The Artist Residency Manager also works collaboratively with the Gallery, Education and Community Projects programs to provide participants a fuller experience and access to Kala's resources. The right candidate will join Kala's commitment to equity, diversity, and inclusion and will be fully aligned with Kala's vision of nurturing a place of creativity, discovery, and mutual respect, celebrating diverse artists and art practices, and building opportunities for inclusion and belonging.

KEY RESPONSIBILITIES

Program Management

- Manage Artist-In-Residence, Fellowship and other special residency initiatives
- Support a diverse community of Artists-In-Residence, in collaboration with the Print Studio Manager and Digital Media Technician, within the capacity of the staff and the organization
- Ensure the overall functionality of systems and equipment throughout the artist residency program and studio facilities, in collaboration with the Artist Residency Team
- Schedule and maintain residency calendar of artists, coordinating arrivals and departures of approximately 120 artists per year
- Supervise the Print Studio Manager & provide leadership to the Artist Residency Team, including the Digital Media Technician, and Work Exchange Program participants
- Determine application deadlines, and manage timeline of promotion schedule
- Promote programs through online, print media and social media, and occasionally in-person events; Write copy for e-newsletter, website, print, and social media.
- Respond to inquiries regarding programs
- Serve as the main point of contact for Accessibility-related inquiries and needs
- Manage online application portal in Slideroom
- Schedule and manage application reviews, including jury selection for Fellowship and special residency awards
- Communicate and follow up with artists selected (and not selected) for artist residencies

- Communicate with artists coming from out of town regarding housing at the Kala apartment (or additional housing lists), transportation, logistics, etcetera
- Manage scheduling & logistics related to the Kala apartment
- Schedule and lead orientations in collaboration with the Artist Residency Team
- Create and maintain artist residency contracts; invoice, collect fees and track / manage payments from artists
- Administrate fellowship and award payments in collaboration with the Executive Director
- Complete mid-term and exit interviews with all awardees
- Maintain communication with the Artist-In-Residence community regarding artist residency/studio, Kala activities and updates
- Manage, schedule, and promote related public programming for Fellowship, Media Arts, Parent Artists, and special residency initiatives in collaboration with the Education and Gallery programs, as needed
- Schedule social events for Kala artists, including potlucks, artist talks, field trips, etcetera
- Manage and update the Artist-in-Residence Handbook, including housing list
- Manage residency checkout, including clearing space, assessment and evaluation, and donation of artwork, key distribution and return
- Develop and manage program assessment and evaluation

Additional Responsibilities:

- Organize artist residency/studio staff coverage for any vacation / holiday hours.
- Participate in weekly meetings
- Participate in organizational long-term planning and serve on committees like strategic planning, auction planning, and other cross-departmental 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 artist residency programs and special partnerships; Support general fundraising efforts
- Support recruitment and training of interns/volunteers; Supervise Interns and related projects

REQUIRED QUALIFICATIONS, SKILLS & ATTRIBUTES

- BA and/or Masters degree in Art, Art Education, or related fields
- 5+ years of experience with non-profit arts organizations, artist residencies, museums, alternative art spaces or equivalent experience
- Experience working with artists and colleagues across various disciplines
- Strong commitment to equity, diversity, inclusion, and accessibility
- Strong interpersonal skills including active listening, conflict resolution, creative problem solving, and collaboration
- Highly organized and resourceful, with excellent time management and project management skills
- Knowledge of current practices in the field of artist residencies
- Knowledge of various visual art tools and techniques
- Strong writing, verbal, and computer skills

- Experience using Adobe Creative Suite, Google Drive, Excel, Filemaker, Artbase, and Wordpress
- Knowledge and understanding of social media tools and platforms.
- Sensitivity to and understanding of the needs and interests of diverse artists and participants
- Has an overall positive attitude, interest in learning, takes initiative, and is able to work well both independently and as a team member

OPTIONAL, DESIRED SKILLS

- Management and supervisory experience a plus
- Printmaking experience as well as familiarity with inkjet printing & digital media highly desired
- Interest in and familiarity with contemporary art and all disciplines appreciated

HOW to APPLY

Applications will be reviewed on a rolling basis. Interviews will take place in July and August 2022. Please send a cover letter, resume, and three references (names, emails, and phone numbers) to Ellen Lake, Executive Director at jobs@kala.org with Artist Residency Manager 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.