



Submit Cover Letter & Resume to Gisela Insuaste at youtharts@kala.org

INTERNSHIP OVERVIEW

Kala Art Institute's Education and Public Programs department is currently accepting applications for internship positions for our Education and Public Programs. Internships are in-person, assisting staff with projects in our education and public programs, and supporting Kala teaching artists who work with adults (ages 18+) and youth (ages 5-17). Our program participants are a range of different ages and skill levels. Classes may focus on specific themes and emphasize diverse art practices and techniques. The position offers a variety of tasks on any given day, from working directly with the teaching artists and participants to creating marketing materials.

Duration of Internship: This is an unpaid internship, however, you will have the opportunity to take a complimentary class at Kala. To learn more about our education program, including youth, adult, and community programs, please visit Kala's website: <http://www.kala.org/education>. Up to a nine-month commitment during **the school year/summer**. Minimum of 3 months.

ABOUT KALA

Kala Art Institute's mission is to help artists sustain their creative efforts over time through its Artist-in-Residence (AIR) and Fellowship Programs and to increase appreciation of this work through exhibitions, public programming, and educational efforts.

Kala is committed to offering unique, and engaging art experiences to the general public, families, and youth through our classes, workshops, exhibitions, and events on-site (community classroom/gallery), print studio, and in the local community. Our public programs are developed in collaboration with our gallery, studio, and education programs to offer artists talks, gallery tours and field trips, community and family events, adult classes, and other programs that engage the community in many ways. Our youth and family programs have grown since 1991. Kala's Artists-in-Schools program provides multiple-week artist-led instruction to students in East Bay public schools and summer programs. Over the past three years, our After School Studio and Teen Studio Programs have also provided opportunities for young people to dive deeper into the creative process. Kala offers adult classes in a range of media and techniques, from printmaking to fine arts. These are ongoing and take place in our Print Studio and Community Classrooms

KEY GOALS

Kala's Education & Public Programs offer interns/volunteers the opportunity to:

- Explore a variety of artistic materials, and techniques, and develop vocabulary.
- Experience step-by-step artistic processes and program development requiring problem-solving and persistence.
- Engage with the public, including artists, families, and youth on projects that make an impact
- Research, interpret, and discuss examples of art from various historical genres and social

justice movements and develop resources to include in our galleries or online platform.

- Interact with professional artists from various disciplines (fine art, print media, digital media).
- Participate in ongoing dialogue with artists on relevant and thought-provoking topics through artist talks, studio visits, community events, video screenings, etc.
- Strengthen local communities through shared events and artwork by Bay Area artists, youth, and community.
- Access to resources at Kala (artists, equipment, space, workshops)
- Propose, develop and complete creative projects related to their interests.
- Update social media sites with information on current and upcoming events/programs

INTERNSHIP DESCRIPTION

Kala Art Institute offers hands-on experience in education and public programming, including youth and adult art education instruction, curriculum development, and program planning. This position offers a variety of tasks on any given day, with our After School Programs (ASP), Teen Studio, Artists-in-Schools Program (AIS), and Print Studio Program during the year. The skills acquired in this internship may apply to other gallery and teaching professions.

Teaching/Classroom Support

- Assist Kala Teaching Artists with onsite arts education classes, including technical and program support, interacting with students, and planning. Classes and workshops may include youth, families, the community at large, or adults.
- Develop and teach original curriculum for the AIS and ASP (pending prior experience)
- Develop a gallery tour program for youth and adults/college-age students that strongly connects the print studio with our exhibitions, in collaboration with our existing gallery/hands-on workshops.
- Research social justice pedagogy, social practice, and Common Core/Next Generation standards, and develop curricular concepts.
- Assist Kala Teaching Artists with Kala's art education classes. Classes may include youth, families, or adults.
- Support curriculum development and implementation as directed by the Lead Teaching Artists and Assistant (technical and program support, interacting with students, and planning).
- Lead mini-projects or activities in collaboration with Teaching Artist and Teaching Assistant
- Supervise students in the classroom and during breaks.
- Prepare materials and supplies for students (prep).
- Provide classroom lesson support for daily set-up and clean-up.

Documentation

- Photograph/video classes, projects, community events, and gallery exhibitions/
- Create and implement a platform to share program images and videos.
- Document and photograph/video students in action and document artwork.

Programmatic / Outreach

- Summarize finished projects for grant reports, newsletters, and other publications.
- Support Kala's communication efforts with promotional materials for events and programs, including creating content and designs for social media, newsletters, websites, flyers, and other outreach efforts.

- Develop marketing campaigns including graphic design, and fundraising for new initiatives
- Research, and develop an outreach plan in collaboration with the education and studio programs manager to engage diverse communities from the Bay Area.

Administrative

- Inventory current supplies/materials, track program art supplies/equipment, and process purchase requests.
- Update social media sites with information on current and upcoming events and programs.
- Support staff with email communications as needed.

REQUIRED SKILLS

Fellows should have many or all of the following:

- A background or interest in Visual Art, Design, Art History, and or Education.
- A willingness to try new things, work collaboratively and find creative solutions.
- Desire to work with elementary-aged children, teens, and classroom teachers; or adults and families.
- Sincere interest in and/or experience in working with diverse communities.
- Sincere interest in and/or experience teaching and working with a non-profit art organization.
- Commitment to consistent availability. See the detailed schedule listed above.
- Experience updating blogs and websites.
- Basic computer skills. Knowledge of Adobe Creative Cloud (Photoshop, Adobe Express, etc), Microsoft Suite (Excel, Word, PPT), video editing, WordPress, and Filemaker is helpful.
- A sense of humor is a plus.

WORK SCHEDULE AND REQUIREMENTS

Hours TBD. Our programming is in person. All interns must provide proof of Covid-19 vaccination. If you're working directly with youth, a TB test and background check are required. Onsite orientation is mandatory. Interns are responsible for their transportation to and from Kala Art Institute at 2990 San Pablo Ave., Berkeley, CA 94702.

APPLICATION REQUIREMENTS

Cover letter detailing why you want this internship and what you are hoping to learn/accomplish.
Current resume including education and experience working with youth/children/community/families.

Please email all materials with "Kala Internship" in the subject line to youtharts@kala.org

Interviews are by appointment only with selected candidates. Preference will be given to applicants who receive school credit and/or are eligible for paid internships from their schools. Positions open until filled.