INTERNAL OVERVIEW
Kala Art Institute is currently accepting applications for an Education and Public Programs Intern to assist staff with projects in our education, gallery, and public programs. Interns interact with the general public, families, youth, artists, and educators, and support Kala staff and Kala teaching artists who work with adult and youth visitors and program participants who range in different ages and skill levels. The position offers a variety of tasks on any given day, from working directly with staff, teaching artists, and participants to creating marketing materials and assisting at a community event.

Duration of Internship: This is an unpaid internship, however, you will have the opportunity to take a complimentary class at Kala if you work more than 100 hours. To learn more about our education and gallery programs, please visit Kala’s website: http://www.kala.org/education and http://www.kala.org/gallery/. Up to 3-6 month commitment during the year or summer. Minimum of three months. Reports to Education & Public Programs Director

ABOUT KALA
Kala Art Institute is a non-profit agency founded in 1974. Kala Art Institute’s mission is to help artists sustain their creative work over time through its artist residency programs, and to engage the community through exhibitions, public programs, and education. The heart of Kala’s mission as a vital, art-making hub located in West Berkeley is supporting artists and engaging the community.

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 & Community program provides multiple-week artist-led instruction or workshops to adults, youth, and families in East Bay public schools and organizations during the year. The After School Studio and Teen Studio Programs provide opportunities for young people to dive deeper into the creative process. Our summer arts youth program, Camp Kala, brings together youth ages 6-17 years to experience one-week intensive art classes during the summer. 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 and volunteers the opportunity to work our education, gallery, and public programs and:

● Explore a variety of artistic materials, and techniques, and vocabulary;

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

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• Experience step-by-step artistic processes and program development requiring problem-solving and persistence.
• Engage with the public, including artists, families, and youth through shared events and artwork by Bay Area artists, youth, and community, and projects that make an impact.
• Research, interpret, and discuss examples of art from various historical genres and social justice movements; develop resources to include in our gallery tours or online platforms.
• 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.
• Develop and support public programs, community events, and workshops connected to Kala exhibition, education, and studio programs.
• Access to resources at Kala (artists, equipment, space, workshops)
• Propose, develop, and complete creative projects related to their interests.
• Develop communication/skills/platforms to promote current and upcoming events/programs

INTERNSHIP DESCRIPTION

Kala Art Institute offers hands-on experience in education and public programming, including exhibition development and gallery support. This position offers a variety of tasks on any given day, with our After School Programs (ASP), Teen Studio, Camp Kala, Artists-in-Schools & Community Program (AISC), Exhibitions & Gallery Program, 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 arts education classes, including curriculum development and implementation, 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 in our youth, adult, or community workshop (pending prior experience) or lead mini-projects or activities in collaboration with teaching staff.
• Develop a gallery tour program for youth and adults/college-age students that strongly connects the print studio with our exhibitions, or collection (pending prior experience).
• Research social justice pedagogy, social practice, and Common Core/Next Generation standards, and develop curricular concepts.
• Support artists in any studio projects (as needed).
• 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.

Gallery & Exhibitions
• Gallery support- greeting the public, preparing gallery materials.
• Support with exhibition installation and de-installation, working with exhibition installers. Includes painting, installing artwork, moving materials, etc.
• Tech support for Audio/Video equipment for exhibition and program use.
• Research exhibition themes, artwork, and artists for program use.

Programmatic / Outreach
• Support public programs such as community workshops and events, gallery exhibitions, and artist workshops.
• 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.

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.

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, and social media platforms.
• Basic computer skills. Knowledge of Adobe Creative Cloud (Photoshop, Adobe Express, etc), Microsoft Suite (Excel, Word, PPT), video editing, WordPress, and Filemaker is helpful.
• Building and/or installing artwork experience is a plus.
• A sense of humor is a plus.

WORK SCHEDULE AND REQUIREMENTS
The office is open Mon-Fri, 9am - 5pm, Gallery hours for the public are Tues-Fri, 12-5 pm; occasional evenings and weekends are required. Internship Hours TBD. 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
Applicants must submit 1) a cover letter detailing why they want this internship and what they are hoping to learn/accomplish, and proposed internship dates/times, and 2) a current resume including education and experience working with youth/children/community/families.