



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

INTERNSHIP OVERVIEW

Kala Art Institute is accepting applications for the **2024 Summer Education and Public Programs Internship** to assist Kala staff and teaching team with projects in the education, gallery, and public programs and working with adult, youth, and community programs and events. The position offers a variety of tasks on any given day. During the summer months, interns will primarily support the Camp Kala program. Other projects may include outreach, education program development, and related gallery and development work.

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. Up to 3-month commitment during **the summer**. Minimum of one month. To learn more, please visit Kala's website: <http://www.kala.org/education> and <http://www.kala.org/gallery/>. Reports to the Education & Public Programs Director and/or Artistic Director depending on projects.

ABOUT KALA

Kala Art Institute is a dynamic non-profit organization in Berkeley, CA 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. Kala is a vital, art-making hub that continues to support artists and engage the community.

Kala's education programs are at the heart of our work. Since 1991, we have offered engaging, quality arts education programs and experiences to people of all ages. Throughout the year, the Artists-in-Schools program provides multiple-week artist-led instruction and workshops to students and families in East Bay public schools and community organizations. The After School Studio and Teen Studio Programs offer opportunities for young people ages 6-17 to explore art media and dive deeper into the creative process. During the summer, Camp Kala youth experience dynamic one-week intensive art classes. Open-registration seasonal adult art classes are offered in various media and techniques, from printmaking to fine arts in our print studio and community classrooms. Kala's 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, and other ways to engage the community.

KEY GOALS

In the Education and Public Programs department, we nurture curiosity and creativity through the arts and connect with others to:

- Experience hands-on art-making experiences and artistic processes requiring problem-solving and persistence.

- Explore a variety of visual art media and vocabulary, experimenting with materials and techniques, and developing artistic, technical, and conceptual skills.
- Explore and learn diverse art-making practices and ideas, historical and contemporary art movements, and issues and themes important to peoples' lives and communities.
- Explore artists and creative practitioners of various intersections of identities, experiences, and backgrounds.
- Engage with the public including artists, families, youth, and community to build spaces for creativity, inquiry, self-expression, reflection, and collaboration.
- Participate in ongoing dialogue with artists on relevant and thought-provoking topics through artist talks, studio visits, community events, video screenings, etc.
- Interact with professional artists from various disciplines (fine art, print media, digital media).
- Strengthen local communities through shared artwork by Bay Area artists.
- Understand concepts outlined in the Common Core standards (for youth).
- Access resources at Kala (artists, equipment, space, workshops).
- Increase self-esteem, motivation, and curiosity by engaging in the creative process, and completing projects related to the intern's interests.

INTERNSHIP DESCRIPTION

Kala Art Institute offers hands-on experience to interns 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 Youth Arts Program, Artists-in-Schools (AIS), Exhibitions & Gallery Program, and Print Studio Program during the year.

Teaching/Classroom Support

- Assist Kala Teaching Artists with arts education classes, including curriculum development and implementation, technical and program support, interaction with students, and planning. Classes will include youth, families, and the community at large.
- Develop and/or lead mini-projects or activities in collaboration with teaching staff (pending prior experience).
- 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.
- 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.
- Support artists in any studio projects (as needed).

Gallery & Exhibitions

- Gallery support with greeting the public, preparing gallery materials, and database inputting.
- 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.
- Support with exhibition development including research exhibition themes, artwork, and artists for program use across program areas.

Programmatic / Outreach

- Support public programs such as community events, gallery exhibitions, and artist workshops.

- Support development projects including research for potential funders and partnerships, summarizing finished projects for grant reports, newsletters, and other publications.
- Support communication and outreach efforts with promotional materials for programs/events, including content creation and design for social media, newsletters, websites, and flyers.
- Develop marketing campaigns including graphic design, and fundraising for new initiatives.
- Develop an outreach plan in collaboration with the staff to engage diverse communities.

Documentation

- Photograph/video classes, projects, community events, and gallery exhibitions.
- Document and photograph/video students in action and document artwork.
- Organize images and videos.

Administrative

- Inventory, organize, and track art supplies and equipment, and process purchase requests.
- Update social media sites with information on current and upcoming events and programs.
- Support staff with email communications and calendar, website, and registration updates.

REQUIRED SKILLS

Interns 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 and schedule throughout the week/ends as needed.
- Experience updating blogs, 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, 9 am - 5 pm, 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 with proposed internship dates/times, why you're interested in the internship, and what you're hoping to learn/accomplish, and 2) a current resume including education and experience working with youth/children and community/families.

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.