

## Kala Art Institute - Job Descriptions 2025

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<b>Job Title:</b>	<b>Print Studio Manager</b>
<b>Department/Program:</b>	<b>Artist Residencies/Studio</b>
<b>Accountability:</b>	<b>Co-Executive Director (Ellen)</b>
<b>Hours:</b>	<b>36 hours per week / 78 hours per pay period</b>
<b>Rate of Pay:</b>	<b>Salary (\$31/hour, \$58,032/year)</b>
<b>Benefits:</b>	<b>Comprehensive Benefit Program</b>

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Kala Art Institute, a dynamic, non-profit arts organization in Berkeley, CA is looking for a **Print Studio Manager**. This position is responsible for Kala's printmaking studio and photo darkroom facilities, supporting a dynamic, rotating community of approximately 175 Artists-In-Residence per year. The Print Studio Manager oversees daily studio operations, manages equipment maintenance, and ensures a safe, organized environment for artists, staff and students. Under the supervision of the Co-Executive Director (Ellen), the Print Studio Manager collaborates with the Artist Residency Team to support and foster creative and welcoming residency programs. 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

#### Studio Management

- Manage equipment, facilities and processes in the print studio and photo darkroom, including facilities for etching, lithography, screen printing, letterpress, b/w silver and alternative / non-silver photo processes
- Support a diverse community of Artists-In-Residence, in collaboration with the Artist Residency Manager, Digital Media & Sculpture Lab Manager, and Co-Executive Directors within the capacity of the staff and the organization
- Ensure the overall functionality of systems and equipment throughout the print studio facilities, in collaboration with the Artist Residency Team
- Develop and implement safety protocols including ensuring safe storage of materials, maintaining current Safety Data Sheets, hazardous waste disposal and legal reporting / documentation requirements
- Conduct routine maintenance and repairs on printmaking equipment
- Lead orientations for incoming artists and provide follow-up support as needed, in collaboration with the Artist Residency Team
- Provide additional orientations on equipment, health and safety, print specific processes for artists, staff and teachers
- Co-ordinate tutorials for artists on request, where possible

- Provide guidance on studio protocols and best practices, and offer technical advice on equipment and materials
- Collaborate with Digital Media & Sculpture Lab Manager to provide support for processes in those areas
- Prepare and maintain flat files and cubbies and shared storage areas for incoming and outgoing artists
- Manage equipment loans (silkscreens, lithographic stones, etc)
- Schedule, supervise and provide leadership to Studio Assistants
- Track and order all consumable supplies provided in the studio
- Prepare supplies for artist use; e.g. mix photo-emulsion, mix copper etching solution (Ferric Chloride + citric acid)
- Provide annual Fire Safety training for staff and studio assistants
- Collaborate with Kala's Education Team to provide space and support for classes, workshops and community programs
- Manage service and supplier communications
- Integrate new equipment and provide training to staff and artists
- Improve facilities as needed (floor plan revisions, deep cleaning, disposal of old items)

**Additional Responsibilities:**

- Manage resale of a small number of studio supplies (photopolymer plates, nitrile gloves)
- Organize artist residency/studio staff coverage for any vacation / holiday hours
- Participate in weekly artist residency team meetings
- Participate in organizational long-term planning and serve on committees like strategic planning, auction planning, and other cross-departmental initiatives
- Support recruitment and training of interns/volunteers; Supervise Interns and related projects
- Arrange occasional field trips and social gatherings for artists-in-residence
- Post on instagram and social media as part of Kala's cross-department marketing team

**REQUIRED QUALIFICATIONS, SKILLS & ATTRIBUTES**

- Bachelors 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
- Proficient in printmaking techniques with practical experience in a shared printmaking facility
- 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 to foster a collaborative and supportive studio & work environment.
- Highly organized and resourceful, with excellent time management and project management skills
- Familiarity with print studio facility maintenance and cleaning procedures

- Knowledge of health & safety procedures for handling hazardous materials and operating printmaking studio equipment
- Sensitivity to and understanding of the needs and interests of diverse artists and participants
- Overall positive attitude, interest in learning, takes initiative, and is able to work well both independently and as a team member
- Management and supervisory experience

### **HOW to APPLY**

Applications due September 30, 2025. Interviews will take place in October 2025 and the process will include two interviews either on zoom or in person. Please send a cover letter, resume, and three references (names, emails, and phone numbers) to Ellen Lake, Co-Executive Director at [jobs@kala.org](mailto:jobs@kala.org) with Print Studio 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.

### **\*BENEFITS INCLUDE**

- Medical insurance, dental and vision insurance
- Generous holiday, vacation, and sick leave
- Simple IRA plan with employer matching up to 3% (after two years)
- Professional development funds provided (\$500/year)
- Access to Kala's studio equipment and discount on classes and workshops