

ART SALES INTERNSHIP

Kala Art Institute's **Art Sales Program** is currently accepting applications for one non-paid internship position.

An internship at Kala Art Institute offers "hands on" experience working in a lively and stimulating environment in West Berkeley. Kala Art Institute's mission is to help artists sustain their creative efforts over time through its Artist-in Residence and Fellowship Programs, and to increase appreciation of this work through exhibitions, public programming, educational efforts and art sales. This position offers a wide variety of tasks on any given day, from clerical and computer work, to documenting art work and posting images, organizing inventory, assisting with marketing efforts, and assisting with special art sales events and presentations.

The skills acquired in this internship may be applicable to other museum and gallery professions. Although the position is unpaid, interns completing 100 hours of work will receive free enrollment in a Kala class of his/her choice. Check out our current offerings online <http://kala.org/class/class.html>.

DURATION OF INTERNSHIP

9 months

RESPONSIBILITIES

- Maintain Artist Files – electronic and printed.
- Process artworks for consignment. Enter information in Kala's art database, label prints, set up folders for flat files.
- Photograph artworks and prepare images for database/web.
- Prepare Artist Payment Invoices.
- Assist with special events including Gallery Openings, Kala's Annual Auction, the Kalassal Art Sale, and Art Fair.
- Inventory supplies and process purchase requests.
- Research and compile media lists and resources for program marketing.
- Update Facebook, Twitter and other social networking sites with news and information.
- Assist with client presentations.
- Prepare mailings.

REQUIREMENTS

- Desire to work with the public and learn the ins and outs of art sales.
- Experience handling artworks.
- Must be detail-oriented and organized.
- Background in art or art history, knowledge of printmaking helpful, photographic skills a major plus.
- Excellent written and verbal communication skills.
- Macintosh OSX proficiency, Filemaker Pro 11, Microsoft Office, Photoshop
- Flexible availability with at least 6-8 hours a week

APPLICATION REQUIREMENTS

- Cover letter detailing why you want this internship
- Resume (please include computer experience)

☒ 2-3 references

Please email all materials with “Art Sales Program Internship” in the subject line to andrea@kala.org

Interviews are by appointment only with selected candidates. Position open until filled.