

## **Kala Art Institute**

### **Kala Art Collection Management Internship**

An internship at Kala Art Institute offers “hands on” experience working in a lively and stimulating artistic and creative 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 and educational efforts. Interns receive individual training in all aspects of art collection management. Typical tasks includes, but are not limited to: cataloging, numbering, conducting provenance research and tracking objects, labeling and storing artwork in proper materials, and database entry.

The skills acquired in this internship may be applicable to other gallery and museum professions. Although this 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 or other duration as appropriate.

**RESPONSIBILITIES** • Assist Art Registrar with registering new artwork coming in the collection and reorganizing artwork currently in the collection • Enter artwork information in the Kala art database • File and maintain electronic and printed records • Inventory current archive supplies/materials and process purchase requests • Document/photograph artwork

**REQUIREMENTS** Interns should have any or all of the following: • A sincere interest in and/or experience working with non profit art organization • Experience in art handling • Macintosh OSX proficiency, Filemaker Pro 7, Microsoft Office • Extremely detail oriented • Excellent written and verbal communication skills • A background in art. Photographic skills are a major plus. • Flexible availability, with at least 4 hours/week on Wednesdays, Thursdays or Fridays.

**APPLICATION REQUIREMENTS** • Cover letter detailing why you want this internship • Resume (please include computer experience and specify what applications you are familiar with).

Please email all materials with “Kala Art Collection Management Internship” in the subject line to [mayumi@kala.org](mailto:mayumi@kala.org)

Interviews are by appointment only with selected candidates.

Positions open until filled.