

ARTitorium Coordinator

Permanent – Part Time (18-20hrs/week), position to start in July, 2019

Compensation: \$10-\$12/hour

Reports to: Visual Arts Director

The Idaho Falls Arts Council (IFAC) is searching for a motivated, organized, and creative individual to join our dedicated team. The ARTitorium Coordinator is responsible for managing the front desk at ARTitorium, coordinating all school field trips, and facilitating all programs and attractions. A qualified candidate would have excellent customer service skills, love working with kids, and have experience managing projects or schedules.

Roles & Responsibilities

- Manage ARTitorium front desk, including overseeing staff, managing deposits, and processing admissions.
- Administer all field trips, including scheduling, coordination with schools, day-of facilitation, payments, and marketing/outreach.
- Monitor and maintain all attractions within ARTitorium, assist with implementation of projects for monthly themes and special events, and facilitate programs.

Desired Qualifications

- Strong customer service skills.
- Good with children.
- Computer skills – email, spreadsheets, ticketing/point of sale, etc.
- Experience managing projects or schedules.
- Interest in art
- Confident, humble, and attentive in social situations

To apply, the candidate must submit a letter of application, résumé, and 2 references to ggoodlander@idahofallsarts.org

The Idaho Falls Arts Council's mission, in cooperation with other arts organizations, is to educate our community and enrich its quality of life by promoting, advocating, and presenting a broad spectrum of visual and performing arts in eastern Idaho. The Idaho Falls Arts Council owns and operates the Colonial Theater, Carr and Hall Galleries, the WAC Artist Studios, and ARTitorium on Broadway, and provides administrative services for the Idaho Falls Civic Center.