

Administrative/Marketing Assistant

Permanent –Part Time (approx. 15 hrs/week), includes some evenings and weekends- minimum of one Saturday per month. Position to start asap.

Compensation: based on experience

Reports to: Office Manager

The Idaho Falls Arts Council (IFAC) is searching for a motivated, organized, and attentive individual to join our dedicated team. A qualified candidate would have excellent communication, writing and computer skills, be community-minded, have a good eye for design, be comfortable in a variety of social settings, and have experience in a variety of social media platforms.

With minimal supervision, perform job functions as assigned by management. Typical job responsibilities include:

- Administer IFAC social media, providing updates and monitoring.
- Help administer the internal and external IFAC web/intranet pages including updating pages and developing new content.
- Assist in all IFAC Administrative functions, ie ticket sales and customer support
- Provide programming, sponsor, administrative, and special event support

Desired Qualifications

- Strong written and oral communication skills
- Experience managing relationships with members, clients, or similar- in person, via phone and via email.
- Computer skills – website content management, spreadsheets, calendars, email, social media, etc.
- Confident, humble, and attentive in social situations
- Knowledge of the Idaho Falls community

To apply, the candidate must submit a letter of application, resume, and 3 references to info@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.