

ARTitorium Junior Associate

Permanent – Part Time (evenings 4-6pm and weekends, minimum 4 hours per week), to begin summer, 2019.
Compensation: \$8/hour
Reports to: Visual Arts Director

The Idaho Falls Arts Council (IFAC) is searching for motivated, organized, and creative individuals to join our dedicated team. The ARTitorium Junior Associates are responsible for processing admissions, maintaining attractions and projects, and assisting with facilitation of ARTitorium programs. Qualified candidates will be reliable, have excellent customer service skills, and an interest in working with art and children.

Roles & Responsibilities

- Serve as ARTitorium ticket agent – process admissions, answer phones, and maintain a clean and tidy workspace
- Monitor and maintain all attractions within ARTitorium, check and stock supplies, clean surfaces and equipment.
- Facilitate art classes, family programs, birthday parties, and field trips on day-of as needed – process payments, direct patrons, and assist with preparation, set-up and break-down.
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Desired Qualifications

- Strong customer service skills.
- Computer skills – email, spreadsheets, ticketing/point of sale, etc.
- Interest in art.

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.