



ARTitorium Party Coordinator

Permanent – Part Time (Saturdays, with some evenings and Sundays)

Compensation: Starting at \$14/hour

Reports to: Visual Arts Director

The ARTitorium Party Coordinator is responsible for the experience of patrons visiting ARTitorium on Broadway for scheduled Birthday Parties and other events. Schedule is variable, but hours will be required on Saturdays, with additional hours on Sundays and during the week after 4pm as needed. A qualified candidate will be detail-oriented, have excellent customer service and problem-solving skills, and be calm under pressure.

Roles & Responsibilities

- Administer ARTitorium Birthday Parties, including scheduling, communication with patrons, coordination with other staff members, day-of facilitation, and payments.
- Administer other events as needed in coordination with the IFAC Events and Rentals Manager, ARTitorium staff, and technical staff. Issue and track invoices as needed.
- Assist ARTitorium staff with programming ideas, marketing, and outreach for birthday parties and events.
- Be a positive and humble reflection of the Arts Council's mission at all public events where you are acting as a representative of IFAC/ARTitorium.

Desired Qualifications

- Strong customer service skills.
- Good with children.
- Computer skills – email, spreadsheets, ticketing/point of sale, etc.
- Experience managing events.
- 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.