

## ARTitorium Lead

Permanent – Part Time (8-10hrs/week including Wednesday and Friday mornings), position to start winter, 2021  
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 Leads work with the ARTitorium Education Specialist to manage the front desk at ARTitorium and facilitate programs and activities. A qualified candidate would have excellent customer service skills, love working with kids, and have experience managing projects or schedules.

### Roles & Responsibilities

- Help manage ARTitorium front desk, including overseeing staff and processing admissions.
- Assist with administration of field trips, including scheduling, day-of facilitation, payments, and outreach.
- Assist with implementation of projects for monthly themes and special events, monitor attractions, and develop 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](mailto: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.