Education Workshop Assistant

Organizational Summary

The Arvada Center for the Arts & Humanities celebrates and elevates the human condition with engaging arts, humanities, education, and entertainment that expand the cultural landscape for everyone. The Arvada Center strives to create and maintain a welcoming environment for all - artists, staff, volunteers, and patrons - that advances the principles of inclusion, diversity, equity, and access (IDEA) that are central to how we work and serve our community.

Position Summary

Reporting to the School & Community Programs Manager, this part-time temporary position provides hands-on logistical support for the Arvada Center's School Programs workshops. The position is responsible for preparing workshop materials and spaces, ensuring studios are properly equipped and ready for students and Teaching Artists, and supporting the smooth operation of on-site arts education programs. Expected hours are 12 - 15 per week, weekdays between 8:00 am - 12:00 pm in the months of January - February 2027.

Duties and Responsibilities

- Prepare, organize, and distribute supplies and materials for on-site TYA workshops.
- Ensure spaces are clean, organized, safe, and appropriately set for each workshop.
- Set up and break down studios before and after workshops, including delivering and setting up materials, and instructional supplies.
- Restock and organize workshop supplies and maintain an orderly inventory of materials.
- Identify and communicate any supply or setup needs to the School & Community Programs Manager.
- Provide day-of logistical support for on-site workshops and assist with troubleshooting as needed.
- Collaborate with Teaching Artists and Education staff to ensure a successful experience for students and visiting educators.
- Serve as a back-up Teaching Artist for arts workshops serving students in Kindergarten through 5th grade, as needed. Following established workshop curriculum and program expectations while adapting activities appropriately to student needs.
- Other reasonable duties as assigned

Skills and Competencies

- Ideal candidates will have two years of experience in arts education, elementary education, arts administration, youth programming, or a related field.
- Experience working with and teaching elementary-aged students.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and priorities simultaneously.
- Excellent verbal communication and interpersonal skills.
- Ability to work independently, and demonstrate strong organization and time management skills.

- Ability to interact positively and professionally with Arvada Center staff, Teaching Artists, volunteers, patrons, students, and visiting educators.
- Demonstrated commitment to Inclusion, Diversity, Equity, and Access (IDEA).
- Ability to adapt to changing program needs and work effectively in a fast-paced environment.
- Ability to perform moderate physical activity, including regularly lifting, carrying, pushing, or pulling materials weighing approximately 20–50 pounds.
- Ability to safely set up and break down workshop spaces and transport supplies and materials.

Compensation

This is a part-time, nonexempt position earning $25.00 per hour and is eligible for paid sick leave.

The Arvada Center for the Arts and Humanities is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees based on age, race, sex, color, religion, sexual orientation, gender identity, national origin, genetic information, disability or any other status protected by state or local law. Candidates from traditionally marginalized communities are especially encouraged to apply.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Application Instructions

Send an email with resume and cover letter as PDFs to jobs@arvadacenter.org with the job title in the subject line.

Applications accepted until 11/2/2026.