

Education 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 an inclusive and welcoming environment for all artists, actors, staff, volunteers, and patrons.

Position Summary

Reporting to the Assistant Education Director, this full-time, non-exempt position works collaboratively with Education staff to support all Education Division programs including School Programs, Summer Camps, Front Range Youth Symphony, Classes and Workshops. Responsibilities include providing efficient and courteous customer service, assisting and supporting school program orders, and updating the database of classes and workshops in the Tessitura ticketing system. Assists in facilitating School Program Field Trips, collecting payments and teacher communication. This position is a strong advocate for promoting the values of Inclusion, Diversity, Equity and Access (IDEA) throughout the organization.

Responsibilities

School Program Support

- Takes payments for School Program orders, generates and sends receipts
- Assists with ordering, inventory and stocking of supplies for on-site field trip and Outreach workshops
- Assists in set up and clean up for on-site field trip programming
- Assists and supports Education Associate in inputting constituent and ticketing information into Tessitura database

Education Class, Workshop, and Camp Support

- Assists and supports Assistant Education Director with maintaining database in Tessitura
- Assists with ordering, inventory and stocking of supplies for all classes and summer camps
- Provides support for contracts, mailings, timesheets and other administrative needs for the Education division
- Supports Front Range Youth Symphony Coordinator including materials preparation and copying music
- Coordinates studio set up requests for all on-site field trips, classes, workshops, and summer camps
- Summer camp support including Lunch Bunch reports, supply organization, preparation, and Manager on Duty responsibilities as determined by the Assistant Education Director
- Assists with contacting instructors and students when classes are cancelled and communicates information to appropriate staff

Administrative Responsibilities

- Attends and participates in weekly education division meetings
- Acquires knowledge of Arvada Center productions, programs and exhibits
- Schedules and assists with training volunteers
- Other reasonable duties as assigned

Skills and Competencies

- Exhibits strong knowledge of customer service standards and techniques
- Exhibits excellent written and verbal communication skills with the ability to effectively communicate and interact with all levels of personnel within the center and the general public in a positive and cooperative manner
- Demonstrated experience in the Arts and or working with children. All knowledge, skills and abilities relevant to this position will be considered
- Demonstrates a commitment to Inclusion, Diversity, Equity and Access (IDEA)
- Ability to manage multiple projects and programs at the same time
- Acute attention to detail
- Ability to work independently and with good time management skills
- Passion, enthusiasm, focus, creativity, and a positive outlook
- This position requires moderate physical activity and moving throughout the building when facilitating school programs

Compensation

This is a full-time, non-exempt position earning an annualized salary range of \$39,000-\$42,000 in addition to a benefit package including health, dental, vision insurance plans, term life and accident policies, 401k retirement plan, flexible spending plan, paid time off, and more!

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

Please send an email with your resume and cover letter as PDF to jobs@arvadacenter.org . Please put the job title in the subject line of your email. Vaccination required for hire.