

School & Community Programs Associate

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 School Programs Coordinator, this position works collaboratively with Education staff to support Field Trips, Outreach Programs, Theatre for Young Audiences, Student Matinees, and other education programs. Responsibilities include providing efficient and courteous customer service, entering and processing school program orders, maintaining the database of orders in the Tessitura ticketing system, collaboratively facilitating on site field trips, off-site outreach programs, and Theatre for Young Audiences (TYA) groups. This position is a strong advocate for promoting the values of Inclusion, Diversity, Equity and Access (IDEA) throughout the organization.

Responsibilities

Field Trip, TYA, & Student Matinee Support:

- Responsible for supply prep, studio setup, restocking, and breakdown for all onsite workshops
- Builds program outlines according to information entered in request forms
- Builds field trip reservations in Tessitura database
- Reserves spaces in the building for workshops and distributes reservation information to all stakeholders
- Ensures the building is prepared for school group arrivals
- Supports Education staff in scheduling and training volunteers
- Serves as back-up teacher for in-house workshops on an as needed basis
- Supports facilitation of student group arrival and departure

Community Outreach Program Support:

- Responsible for distribution of supplies and materials to Teaching Artists
- Answers online requests for outreach reservations and builds program outlines
- Builds outreach reservations in Tessitura database
- Serves as back-up teacher for community outreach workshops on an as needed basis

Administrative Responsibilities:

- Maintains Field Trips, Community Outreach, and Student Matinee programs calendars
- Attends weekly education division and weekly facilities meetings
- Manages inventory and purchasing of materials and supplies for School & Community programs
- Attends Arvada Center Education events and represents the Center at offsite events and meetings as needed

Skills and Competencies

- Minimum of 2 years of experience in Arts Education, Elementary Education or Arts Administration
- Exhibits strong knowledge of customer service standards and techniques
- Demonstrates a commitment to the Arvada Center's IDEA initiative - Inclusion, Diversity, Equity and Access
- Ability to manage multiple projects and programs at the same time
- Acute attention to detail; able to input and read data with fidelity
- Communicate and interact with all levels of personnel within the Center as well as school staff and students in a positive and cooperative manner
- Ability to work independently and with good time management skills
- Physical Requirements: Work is performed in an arts center and office environment. This position requires moderate physical activity, moving supplies, and moving throughout the building when facilitating school programs

Compensation

This is a full-time, nonexempt position earning an annualized salary range of \$42,000- \$44,000 in addition to a benefits 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.