



Education 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 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 Assistant Education Director, this position collaborates with the Education team to support year-round School Programs, Summer Camps, and Theatre for Young Audiences. Key responsibilities include maintaining the registration database (CivicRec), coordinating program logistics, studio supply preparation, and facilitation of on-site school field trips, and Arvada Center classes and summer camps.

Responsibilities

Education Class, Workshop and Camp Support:

- Coordinates logistics for general education classes/camps by communicating with instructors, completing class set up forms, serving as point of contact for general education students
- Contacts instructors and students when classes are canceled and communicates information to appropriate staff
- Works with the Assistant Education Director to build education classes, workshops and camps into the CivicRec database
- Coordinates studio setup requests for all on-site classes, workshops, and summer camps
- Inventories, purchases, stocks, and organizes all supplies for summer camp programming
- Assists Assistant Education Director with planning and facilitation of Summer Camp instructor training
- Schedules and trains volunteers to assist with summer camp operations
- Serves as Manager on Duty to troubleshoot day to day logistics of summer camp operations
- Responds to questions and concerns from patrons and instructors on education issues as needed
- Serves as back-up instructor for classes and camps as needed
- Support all Education programs including, but not limited to dance, ceramics, Front Range Youth Symphony and drama class/camp programming

Onsite field trips, outreach, and theater for young audiences support:

- Responsible for supply prep, studio setup, restocking, and breakdown for all onsite and outreach workshops
- Serves as back up instructor for school programs workshops as needed

Administrative Responsibilities:

- Attends Arvada Center Education events and performances and represents the Center at offsite events and meetings as needed
- 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
- Attends weekly education division and calendar review meetings
- Other reasonable duties as required

Skills and Competencies

- Minimum of 2 years' experience in Arts Education, Elementary Education or Arts Administration
- 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
- Excellent written and verbal communication skills
- Ability to interact with all levels of Arvada Center staff, as well as volunteers and patrons in a positive and professional manner
- Ability to work independently and with good time management skills
- Ability to perform moderate physical activity including lifting, pushing, or pulling 20-50 lbs. regularly

Compensation

This is a full-time, nonexempt position earning an annualized salary range of \$51,000-\$53,000 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

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

Applications accepted until September 11, 2026.