Visual Arts and Education Coordinator

Steamboat Creates' Visual Arts Coordinator is the main contact for our gallery space in the historic Depot Art Center. A successful candidate will demonstrate exceptional communication skills, an ability to coordinate, meet deadlines and listen thoughtfully while supporting our mission to nurture the arts so creativity flourishes.

Responsibilities:
Gallery Management:
• Coordinate exhibitions, art sales and First Friday Artwalk
Educational Programing:
• Visual arts educational activities, critiques, demonstrations, artist talks and hands on workshops
Administrative:
• Volunteer coordination, computer proficiency, record keeping and inventory
Marketing and Promotions:
• Support marketing outreach, social media, posters, listings, press releases
Teamwork:
• Be kind and helpful working effectively as part of the Steamboat Creates team.

Qualifications:
Excellent verbal and written communication skills. Efficient organizational and multi-tasking skills, taking initiative and working as part of a team are essential qualifications for this position.

To Apply:
Send cover letter, resume and 3 references to: kim@steamboatcreates.org