

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 Programming:

- 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

