

Job Title: Arts Assistant

Location: Depot Art Center, Steamboat Springs, CO

Pay Rate: \$20-\$24/ hourly

Position Type: Part Time (Immediate Start). Hours and days are flexible.

About Steamboat Creates

Steamboat Creates is a vibrant nonprofit arts organization dedicated to nurturing the arts so creativity flourishes in our community. We support artists, host events and exhibitions, and provide engaging educational opportunities for all ages at the historic Depot Art Center.

Position Overview

We're looking for a motivated, detail-oriented, and people-loving Arts Assistant to support our team across all areas, including gallery operations, events, facility upkeep, and summer programming. This is an excellent opportunity for someone who enjoys variety, working in a creative environment, and supporting the local arts community.

Key Responsibilities

Gallery Support:

- Support monthly First Friday Artwalks
- Deliver brochures and gallery materials to community locations
- Assist with gallery inventory and art sales
- Greet and assist the public during gallery hours

Administrative Support:

- Use computer systems for inventory, sales, and data entry
- Maintain organized records and support light office tasks

Facility & Program Support:

- Set up and clean up before and after art classes
- Help organize shared spaces including our Create Space Art Pantry
- Provide support for supply prep and materials for art classes

Event Assistance:

- Help plan and execute events, including set up, breakdown, and coordination
- Work closely with staff, volunteers, and vendors
- **Must be available July 12 & 13 for Art in the Park**

Team Support:

- Work collaboratively with the Steamboat Creates team
- Demonstrate kindness, adaptability, and reliability

Qualifications

- Strong interpersonal and communication skills
- Computer proficient and detail-oriented
- Octopus for the arts
- Comfortable lifting up to 50 pounds and being on your feet for extended periods
- TIPS certification (or willingness to become certified – we'll help set this up)
- Enjoys working with a diverse group of people including children