



## Sun Valley Center for the Arts

191 Fifth Street East, Ketchum, Idaho  
P.O. Box 656, Sun Valley, ID 83353  
208-726-9491, fax 208-726-2344  
[www.sunvalleycenter.org](http://www.sunvalleycenter.org)

**Job Title:** Visual Arts Class Assistant

**Reports To:** Director of Education & Humanities

**Purpose:** A part-time, non-exempt, hourly position, responsible for the development and execution of The Center's Adult Education Visual Art classes. Duties include development of annual class schedule, recruitment of teaching artists, administrative duties including executing contracts and accounts payable, marketing, and participant communication. In addition the position provides programming support for The Center's education department.

### **Areas of Responsibility**

- Work with Director of Education to create goals and plan for adult classes.
- Teaching Artist recruitment and communication, development of contracts, management of travel, lodging and other related expenses
- Development of class descriptions and marketing materials, management of class enrollment and ordering of supplies
- Monitor the start and end of each class session
- Management of ongoing class evaluation and understanding of desires of patrons
- Work with Director of Education to manage relationships with class donors
- Attend Education staff meetings and Program Committee meetings as required
- Serve as a member of education team and assist with planning and development of education and humanities programs for families, teens, and students.

### **Key Interfaces:**

This position will interface with the following groups:

- Administrative Support Staff
- Database Administrator and Director of Finance
- Director of Education and Humanities and Education Department Staff

### **Focus:**

Class Administration: 90%

Education Event Support: 10%

### **Hours**

- The position is a part-time, non-exempt, hourly (20 hrs/week) position
- Work requires the flexibility to frequently work evenings and/or weekends according The Center's calendar of programs and events
- Regular office hours for The Center's Ketchum location are Monday-Friday, 9am-5pm

**Qualifications**

- Bachelor's degree in the arts or equivalent work experience
- Interest in contemporary art and its practice
- Demonstrated proficiency with Microsoft Office applications, Word, PowerPoint, Outlook and Outlook calendar
- Strong organizational skills and proven record of success with complex and detail-oriented projects
- Proven ability to manage multiple projects according to strict deadlines
- Excellent time-management skills
- Good public presence and positive attitude toward all people
- Knowledge of local and regional artists and local arts community a plus

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work regularly requiring sedentary activity using a computer keyboard and mouse.
- Work requiring physical effort including, but not limited to: walking and/or brisk walking, lifting 10-45 lbs, and climbing/descending steps.

**To apply:**

Please send cover letter and resume to [information@sunvalleycenter.org](mailto:information@sunvalleycenter.org).

We will be inviting qualified candidates to interview prior to the closing date as we are eager to fill this position quickly.

The Sun Valley Center is an Equal Opportunity Employer.