

Summer Arts Administration Assistant

Part-time | Temporary | 20 hours per week | \$16-\$19/hr based on experience | June to August

Position Overview

The Glen Arbor Arts Center is seeking a motivated Arts Administration Assistant to support daily operations, community engagement, and programs. This in-person position offers hands-on experience in arts administration, event support, and program assistance, with opportunities to contribute your skills to meaningful projects.

Responsibilities

- Serve as the first point of contact for visitors, members, donors, students, and artists
- Answer phone calls and respond to general inquiries
- Assist with merchandise and artwork sales
- Support general office tasks and administrative duties
- Help staff with ongoing projects and initiatives
- Attend and assist with events, receptions, and community programs
- Assist with adult and youth classes and workshops

Qualifications

- Strong interpersonal and communication skills
- Professional and friendly demeanor
- Ability to multitask and manage priorities
- Interest in arts administration, gallery, education, or nonprofit operations
- Background check required
- High school diploma

Learning Opportunities

- Hands-on experience in arts administration, exhibitions, and arts education
- Exposure to event planning and community engagement
- Opportunities to contribute to meaningful projects and initiatives

Working Conditions

Most work occurs during standard business hours, occasional evenings and weekends may be required for events and programs.

To Apply

Submit a resume with at least three professional references to [Scott Bouma, Executive Director](#).

Diversity & Inclusion Statement

Glen Arbor Arts Center is an equal-opportunity employer committed to fostering an inclusive environment for all employees, students, artists, volunteers, and community members. We celebrate diversity and encourage candidates of all backgrounds to apply.