

**Job Title: Art Center Assistant****Location:** South Morrow Art Center-Heppner, Oregon**Position Type:** Part Time**Reports To:** Art Center Manager / Director**About Us**

The South Morrow Art Center is a community hub dedicated to creativity, learning, and artistic expression. We offer various programs, exhibitions, workshops, and events to support artists and engage the public. Our mission is to make art accessible to everyone and to foster a welcoming environment for creative exploration.

**Job Summary**

The Art Center Assistant will be key in supporting daily operations, assisting staff and instructors, and ensuring a positive experience for visitors, students, and artists. This position is ideal for someone who is organized, friendly, and passionate about the arts.

**Key Responsibilities**

- Greet and assist visitors, students, and artists with professionalism and warmth
- Assist with event setup, exhibition installation, and workshop preparation
- Maintain cleanliness and organization of studio spaces, galleries, and public areas
- Support instructors during classes (e.g., setting up materials, helping students)
- Manage inventory of art supplies and assist with ordering as needed

- Promote programs via social media, email newsletters, and printed materials (as needed)
- Assist with administrative tasks such as data entry, registration, and filing
- Provide support during art openings, public programs, and community events

### **Qualifications**

- Passion for the arts and creative community spaces
- Excellent interpersonal and communication skills
- Strong organizational and multitasking abilities
- Comfortable working both independently and as part of a team
- Familiarity with basic office software (Microsoft Office, Google Suite, etc.)
- Availability to work some evenings and weekends as needed

### **Preferred (but not required)**

- Experience taking art classes
- Experience with social media, marketing, or design platforms (e.g., Canva)