Steamboat Art Museum – Museum Assistant  Full Time Position

Position Description:
The Museum Assistant reports directly to and works closely with the Executive Director with the primary duty of assisting her in all her duties of the management, support and overall operations of the Steamboat Art Museum. In carrying out the duties, this person who holds this position has the opportunity to work with all departments throughout the Museum and plays a critical role in the ability of the Steamboat Art Museum to carry out its mission to promote and present the visual arts to the community of Northwest Colorado, at the highest professional level. Applicant must enjoy working with the public and have an interest in the visual arts or past museum experience.

This position will work primarily from the museum, with flexibility in work schedule.

Required Skills:
Technical ability, including proficiency with Word, Excel and Data input.
Project management
Writing ability
Public Speaking ability

Participation in SAM events and other duties as may be assigned.
Hourly wage $20/hr

All members of the SAM team are expected to work with the following guiding principles: Be there for each other; Be supportive and honest; Have frequent and clear communications; Respect each person’s strengths and differences; Work with integrity; Keep each person’s best interests in mind.

Interested applicants can submit a cover letter and resume to Museum Director Betse Grassby at betse@steamboatartmusuem.org. Or call 970.870.1755, ext 102.