



Position: Program Manager, **Education and Community Engagement**  
Status: Exempt, full-time position  
Reports to: Director of Education and Community Engagement  
Salary: \$45,000-\$50,000  
To Apply: Submit resume and email identifying interest to:  
[employment@performingartshouston.org](mailto:employment@performingartshouston.org)  
Posted: 8/28/2023, Open until filled

Performing Arts Houston is an equal opportunity employer – we value diversity. All are encouraged to apply. Strong candidates will work in alignment with Performing Arts Houston's [Mission and Values](#)

The **Program Manager of Education and Community Engagement** is a detail-oriented, self-motivated team player who manages a season-long roster of programs in the Education & Community Engagement Department of Performing Arts Houston (PAH). The **ECE Program Manager** must have excellent writing and organizational skills, program/project management experience, and familiarity with and appreciation for the performing arts.

#### **Specific Responsibilities:**

- Manage all aspects of Performance Prelude program to include solicitation of applicants, selection, scheduling, event logistics, and evaluation.
- Design and manage logistics, and evaluation for pre- and post-performance activities including Student Nights, Family Days, and all other activities by coordinating with community partners, volunteers, local artists, and vendors.
- Coordinate and execute logistics for public programs around the city including master classes, lectures, mini-performances, and workshops or other one-time events by transporting artists to and from venues, introducing programming, scheduling with community partners.
- Manage PAH Volunteer Program working with entire team to identify needs and opportunities.
- Manage PAH Summer Intern Program.
- Facilitate logistical aspects of the Art Contest in tandem with Director of Education, including but not limited to: communicating with classroom teachers and parents via email, managing submission platform.
- Coordinate logistics for artist engagements for schools, including but not limited to: campus master classes and mini performances, and classroom visits with touring or local artists.
- Plan and execute Student Matinee logistics in coordination with Patron Services Manager and schools.
- Collaborate with Marketing department to support ECE advertising and social media content promoting public programs.
- Coordinate and maintain department communications, scheduling and writing departmental eblasts.
- Support PAH Education and Community Engagement Committee meetings.
- Support Director of Education in the development and execution of Art Contest Teacher Workshops.
- Represent PAH at arts partners convenings, conferences, collective efforts, and partner events with the support of the E&C team as needed.
- Maintain relationships with community partners, artists, vendors, schools, and peers in tandem with Director of Education & Community Engagement.
- Other responsibilities as assigned.

## **PERFORMING ARTS HOUSTON**

Program Manager, **Education and Community Engagement**

### **Essential Skills/Qualifications:**

- Excellent verbal and written communication skills
- Experience with event planning and day-of coordination a must
- Ability to organize and prioritize with a sense of urgency in one's work habits
- Demonstrated ability to work with senior staff and the public
- Ideal candidate will have proficiency with Microsoft Office programs and can easily learn new CRM platforms.
- Experience with photography and graphic design highly preferred
- Fluency in Spanish a plus
- Non-profit experience and familiarity with issues affecting the industry highly preferred
- Familiarity with the Texas education standards (TEKS) preferred
- Ability to lift and/or move at least 30 pounds
- Must have a valid driver's license and regular access to reliable transportation
- Flexibility to work nights, weekends, and occasional holidays
- Knowledge of and experience with Houston's arts communities a plus
- A creative, collaborative spirit with a strong desire to embrace opportunity and build sustainable program structures
- Must hold a Bachelor's degree or 5 years relevant experience

**Key Relationships:** PAH Staff, Volunteers, Education Committee, and community partners.

**Time Commitment:** Hours:40+ hours per week / M-F 9a.m. – 5p.m. plus evenings and weekends

[We've announced our 23/24 Season!](#) There's a lot to look forward to.

Performing Arts Houston seeks to become a mirror for the cultures and creativity of our city, and a window to the wider world of live performing arts. For 57 years, we've presented remarkable experiences in Houston's theaters and venues.

### **How to Apply:**

A cover letter is required for consideration for this position and should be included along with the first page of your resume. The cover letter should address your specific interest in the position and outline skills and experience that directly relate to this position. Applications will be accepted through email to [employment@performingartshouston.org](mailto:employment@performingartshouston.org)

Potential employees must pass a background check and provide proof of COVID-19 vaccination and booster.

### **Performing Arts Houston Provides:**

Excellent benefits package with company-paid medical, dental, disability and life insurance provided to employee after 30-day period. Medical and dental coverage for employee's family members is available through company policies at the employee's expense. 403(B) Plan with employer matching credits beginning after one year of service. Parking in Theater District parking provided by the company.