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 and Community Engagement Department (ECE) 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 logistics for a full range of programs including pre- and post-performance activities, Student Nights, Family Days, Master Classes, Workshops, Mini-Performances, Open Rehearsals, Performance Preludes, Teacher Workshops, Student Matinees, as well as in-school programming including the Student Art Contest, Collaborative Arts Project, and more.
- Manage PAH Volunteer Program, working with entire team to identify needs and opportunities.
- Manage PAH Internship Program.
- Collaborate with Patron Services Manager to support logistics of all ECE programs.
- Collaborate with Marketing department to support ECE advertising and social media content promoting ECE programs.
- Build and maintain schedule of all department communications; maintain department calendars.
- Attend all ECE Committee meetings and provide support in coordination with the ECE Director.
- Represent PAH at arts partner convenings, conferences, community and collective efforts, and partner events with the support of the ECE team as needed.
- Maintain relationships with community partners, artists, vendors, schools, and peers in tandem with Director of Education and Community Engagement.
- Other responsibilities as assigned.

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
- Demonstrated ability to work with senior staff and the public
- Ideal candidate will have proficiency with Microsoft Office programs and can 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

PERFORMING ARTS HOUSTON
Education and Community Engagement Program Manager (cont.)
• 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 and Interns, Volunteers, ECE 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 24/25 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. Since 1966, we’ve presented remarkable experiences in Houston’s theaters and venues.

How to Apply:
A cover letter is required for consideration and should address your specific interest in the position, as well as outline skills and experience that directly relate to this role. Applications will be accepted through email to employment@performingartshouston.org

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

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.