

Education & Artistic Programs Manager

Spindrift School of Performing Arts

Location: Pacifica, CA (with travel to local partner schools)

Position Type: Full-Time, W-2 Employee

Salary: \$60,000 - \$72,000

Start Date: November 1, 2026

Spindrift School of Performing Arts is seeking an experienced educator and collaborative leader to join our team as our **Education & Artistic Programs Manager**.

This is a unique opportunity for someone who loves teaching but is equally passionate about supporting fellow educators, building strong educational programs, and ensuring every student has an exceptional experience.

Working closely with the Managing Director, the Education & Artistic Programs Manager provides day-to-day leadership of Spindrift's educational programming, instructor support, scheduling, and program quality across our classes, camps, productions, and school partnerships.

This is an on-site leadership position based in Pacifica with regular travel to local partner school sites.

About the Role

The Education & Artistic Programs Manager serves as the educational leader for Spindrift's teaching programs. While the position includes regular teaching responsibilities, the primary focus is leading and supporting our instructional team through planning, coaching, scheduling, communication, and educational oversight.

This position plays a vital role in ensuring our programs run smoothly by coordinating instructor schedules, arranging substitute coverage, maintaining instructional quality, and helping our teaching artists succeed.

Typical Weekly Allocation

- **Teaching:** Approximately 10–15 hours
- **Leadership, program management, scheduling, coaching, and educational oversight:** Approximately 25–30 hours
- Evenings and weekends are required.

Primary Responsibilities

Educational Leadership

- Maintain consistent educational and artistic standards across all Spindrift programs.
- Lead curriculum development, program planning, and educational initiatives.
- Evaluate program quality and recommend improvements based on observations, instructor feedback, and student outcomes.
- Ensure curriculum progression and instructional consistency across age groups and program levels.

Instructor Leadership & Development

- Recruit, interview, onboard, and train teaching artists.
- Conduct classroom observations and provide coaching, mentorship, and performance feedback.
- Support instructors with classroom management, lesson planning, rehearsal pacing, and student engagement strategies.
- Foster a collaborative teaching culture focused on continuous improvement.

Staffing & Scheduling

- Build and maintain instructor schedules for classes, camps, productions, outreach programs, and school partnerships.
- Coordinate substitute coverage and communicate schedule changes.
- Anticipate staffing needs and recommend hiring priorities.
- Work collaboratively with instructors and administration to resolve scheduling conflicts while maintaining program continuity.

Program Operations

- Coordinate implementation of seasonal classes, camps, productions, and educational programs.
- Develop and maintain educational systems, documentation, and instructional resources.
- Ensure policies and operational procedures are consistently followed across all instructional programs.
- Partner with the administrative team to support program launches and ongoing operations.

Student Experience

- Promote a welcoming, inclusive, and engaging learning environment.
- Support student leadership, volunteer, and mentorship opportunities.
- Address instructional concerns from students or families in collaboration with the Managing Director.

- Help ensure every student has a positive and consistent educational experience.

Production Operations

- Provide on-site leadership during technical rehearsals, performances, and production weekends as assigned.
- Support directors by helping coordinate rehearsal logistics, staffing, volunteers, and backstage operations.
- Troubleshoot operational challenges in real time to keep rehearsals, tech weeks and performances running smoothly.
- Assist with instructor, volunteer, and student coordination throughout production week.
- Monitor production readiness and communicate emerging issues to the Managing Director and Production Manager.
- Help maintain a safe, organized, and positive environment for students, staff, and volunteers.

Qualifications

Required qualifications:

- Experience teaching theatre, musical theatre, dance, music, or performing arts.
- Experience supervising, mentoring, coaching, or leading educators.
- Strong organizational and scheduling skills with the ability to manage multiple programs simultaneously.
- Experience coordinating teams and solving day-to-day staffing challenges.
- Excellent written and verbal communication skills.
- Strong interpersonal skills with a collaborative leadership style.
- Passion for arts education and youth development.
- Bachelor's degree in Theatre, Education, Arts Administration, or a related field

Preferred qualifications include:

- Educational leadership experience.
- Experience in a nonprofit or performing arts organization.
- Curriculum development experience.
- Production or stage management experience.

About Spindrift School of Performing Arts

Spindrift School of Performing Arts is a nonprofit arts education organization serving children ages 0-18 throughout the Bay Area through theatre, dance, music, camps, productions, and school partnerships. Our mission is to train and inspire students of all ages in the performing arts while instilling the qualities of confidence, self-discipline, creativity, and respect for others.