

Northlight Theatre

Job Description as of 8/15/26

Job Title: Education & Community Programs Coordinator

Category: Regular Part-Time, Hourly, Non-Exempt

Overall Description: Working under the supervision of the Education & Community Programs Manager, The Education & Community Programs Coordinator supports Northlight's Education & Community Engagement programs through a blend of leadership, relationship-building, and administrative coordination. This role centers on managing program portfolios, leading youth initiatives, and supporting strategic growth as guided by department and organization leadership. The Education & Community Programs Coordinator will be an active member of the Northlight Teaching Artist cohort and will be expected to teach one to two residencies per semester scheduled in addition to these hours & paid at Northlight's standard Teaching Artist rate.

Responsibilities include but are not limited to:

- Serve as curriculum lead for educational program refinement and new initiatives.
- Assist with Northlight Youth Council and Teen Programs.
- Manage Highlights program portfolio, including communication, coordination and events.
- Coordinate and support outreach and community engagement performances, student matinees, and accessibility events as assigned.
- Assist with training, coordinating, and mentoring teaching artists.
- Support other education and community programing initiatives as needed.
- Conduct outreach and relationship-building with stakeholders and community partners.
- Adhere to Northlight policies as listed in Employee Handbook.
- Other duties as assigned: This position is a team member of the Northlight staff. All staff members support Northlight at large. All personnel participate, as needed and within regularly scheduled work hours, in all assigned Northlight functions, on site and off.

Qualifications: Passion for arts education and community engagement, strong communication and organizational skills, & ability to manage multiple projects and collaborate across teams. Must have experience working as a teaching artist with both youth and adults . Must have Experience developing curriculum for arts education.