



Program Manager Full-Time, Exempt

February 2026

About Hartford Performs

Hartford Performs brings high-quality arts integration education programs to students in grades PreK-8 throughout Hartford Public Schools and beyond. Our teaching artists work in partnership with classroom teachers to deliver arts-integrated workshops, residencies, assemblies and programs that align with academic curriculum and national arts standards. We believe in the power of the arts to deepen learning, build critical thinking skills, and create joyful, engaging classrooms.

About the Role

We're looking for a Program Manager who can independently own the full lifecycle of our programs from building relationships with schools and recruiting teaching artists, to managing program implementation and telling the story of our impact. This is a role for someone who is passionate about supporting student learning through the arts, who is comfortable owning their work and able to work independently without day-to-day direction as part of a small team.

You'll be a key face of Hartford Performs in schools and in the community. You'll build trust with principals and teachers, coach teaching artists to do their best work, and capture the moments that show why arts education matters. You'll manage operations and logistics for hundreds of programs each year. More importantly, you'll think strategically about how individual programs connect to our larger mission.

Program Management (80%)

- Manage the full program lifecycle from schools' selections and scheduling through completion, evaluation, and documentation, including regular communication with site coordinators and daily problem solving.
- Conduct site visits to observe programs, assess quality, and provide feedback to teaching artists

- Build and maintain relationships with school administrators and teachers by understanding their needs and translating them into programming recommendations
- Manage program logistics: scheduling, materials, budgets, documentation, surveys, and data collection
- Provide constructive feedback to teaching artists on program plans, classroom management, and student engagement
- Collect and synthesize program data, teacher feedback, and student outcomes to assess impact

Teaching Artist Recruitment & Support (10%)

- Own the full recruitment cycle: identify candidates, conduct outreach, manage application and selection process
- Build relationships in arts communities for new and continued partnerships and collaboration
- Assess whether teaching artists are the right fit for our programs and provide honest, developmental feedback
- Support teaching artists in navigating our online database systems and troubleshoot issues as they arise

Communications & Marketing (10%)

- Document programs through photography and videography during site visits
- Weave together program observations, teacher feedback, and student work into story-driven content for newsletters, social media, and marketing materials
- Support fundraising campaigns and quarterly newsletters in collaboration with the Programming Director and Advancement Director
- Create materials that reflect a consistent, professional brand

Required Skills and Experience:

- Experience in education, arts education, program management, or nonprofit programming, with a strong preference for direct classroom experience as a teacher or teaching artist

- Passion for Hartford Performs' mission with a curiosity-driven, self-motivated approach to learning and contributing to organizational goals
- Ability to work independently, manage competing priorities, and make sound decisions without close supervision; commitment to proactive communication and keeping colleagues and supervisors informed without being prompted
- Excellent relationship-building and communication skills with the ability to tailor your message and approach to diverse audiences including classroom teachers, school administrators, teaching artists, and community partners
- Strong professional judgment and understanding of stakeholder relationships; knowing who we serve, who we partner with, and keeping student outcomes at the center of every decision
- Strong organizational systems and ability to manage multiple programs, deadlines, and priorities
- Experience managing evaluation or program reporting
- Enthusiasm for working collaboratively within a small team, assuming responsibility for other duties as assigned
- Ability to synthesize program data, observations, and visuals into compelling narratives for newsletters and social media; comfort with photography, basic graphic design, and digital storytelling
- Reliable transportation for regular school visits and transporting materials to school sites
- Willingness and flexibility to work occasional evening or weekend events
- Ability to lift 50 lbs.
- Comfort with databases and ability to learn new systems quickly
- Proficiency in Microsoft 365 including Outlook, Word, Excel, and SharePoint, and Canva, preferably on a PC platform

Strongly Preferred:

- Strong understanding of arts integration and how arts connect to academic content
- Familiarity with education standards and assessments

- Experience providing feedback or coaching to artists/educators
- Experience recruiting or sourcing talent, particularly from diverse communities
- Bilingual (Spanish/English) or connections to Hartford's multilingual communities
- Familiarity with Hartford Public Schools or similar school districts

Qualified applicants will go through an interview process and may be tested for computer, writing and math/data skills. All employees must successfully complete a background check and Connecticut's mandated reporter training before beginning work.

This position reports to the Programming Director and is full-time (40 hours per week) with occasional work outside of the normal schedule required. Reasonable accommodation will be made to work remotely part of the time.

Starting salary for this position is \$50,000-\$57,000. Hartford Performs offers a competitive nonprofit benefits package, including subsidized health, vision and dental insurance; company-funded disability insurance and contributions to a health savings account; paid vacation, personal and sick leave; employee assistance program; flexible work schedule; and professional development opportunities.

To Apply

Please submit the following to Programming@HartfordPerforms.org, and reference "Program Manager" in the subject line:

1. Resume
2. Cover letter that addresses: What draws you to this work and how does our mission connect to your own professional values?
3. 2 - 3 samples of visual content you've created (social media posts, flyers, program materials, etc.)

Incomplete applications and applications submitted through online platforms will not be considered. No phone calls, please.