



FirstWorks Education Manager

FirstWorks is a Providence, Rhode Island-based non-profit arts organization dedicated to enhancing the cultural, educational, and economic vitality of our community by engaging audiences with world-class performing arts and education programs.

The Education Manager will lead and administer the FirstWorks Education Program, managing, implementing, and refining programming in schools, out-of-school settings, and through community outreach and engagement. Our educational programming stands on two thematic pillars: 'Raise Your Voice,' which highlights diverse voices through the arts, and 'EarthWorks,' which focuses on environmental advocacy and stewardship through the arts.

This role requires both hands-on operational execution and participation in high-level program design. We seek an innovative implementor with exceptional communication and organizational skills who thrives in fast-paced environments. The position offers significant responsibility and opportunities for growth, working across multiple departments.

This is a full-time position with FirstWorks offices in Providence, RI currently operating under a hybrid model requiring in-office work an average of 3 days a week, with additional evening and weekend times to support public programming.

Duties & Responsibilities

- Coordinate educational arts events with touring and local artists for both in and out-of-school engagements.
- Set and track goals and impact metrics for the Education programs, in collaboration with the Executive Artistic Director and Managing Director, ensuring evaluation and alignment with overall organizational strategic goals.
- Collaborate with the Program Director to develop and design educational engagement opportunities based on artistic programming.
- Plan and implement programs from start to finish, ensuring enrollment and registration targets are met.
- Oversee artists' technical production needs for educational engagements.
- Hire and oversee external AV technicians as needed.
- Cultivate, engage, and schedule participation in FirstWorks arts education programs.



- Serve as primary liaison for communications with K-12, university, and community partners.
- Foster broad and diverse partnerships, maintaining ongoing relationships with RI schools (particularly in our Core School Districts of Providence, Pawtucket, Central Falls, and Newport), educators, administrators, practitioners, community organizations, and stakeholders.
- Develop and deliver presentations to schools, educators, funders, and the community to strengthen visibility and impact of FirstWorks education initiatives.
- Represent FirstWorks at community events and act as an ambassador for the organization.
- Distribute free and discounted tickets to school and other partners.
- Contribute to grant proposals, and prepare compliance reports
- Collaborate with marketing to promote and strengthen participation and the FirstWorks Education brand
- Track and manage education budget expenses with the support of the Managing Director.
- Supervise additional program support staff/contractors as needed, including hiring, training, and managing seasonal camp staff.
- Troubleshoot and proactively resolve challenges.
- Analyze data and generate reports on education programming.
- Fulfill staff performance/event duty assignments as needed.
- Utilize FirstWorks systems for communications, scheduling, and document management (Asana, Outlook Calendar, Teams).

Desired Skills/Experience

- Bilingual (Spanish) preferred.
- Experience in arts administration, project management, arts education, teaching, or education policy; and performing arts.
- Connection to, interest in, or involvement with RI artist community.
- Excellent written and verbal communications skills.
- Superior organizational ability and attention to detail.
- Experience working with educational partners preferred.
- Knowledge of RI public/charter schools and community organizations.
- Experience working with cultural nonprofits preferred.
- Knowledge of arts-learning integration best practices and familiarity with RI curriculum.



- Familiarity with issues related to arts and education trends.
- Ability to represent the organization with educators, parents, and community leaders.
- Welcoming presence with the ability to generate enthusiasm for the organization, elicit cooperation, and gather information effectively in person, by phone, or via email.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office, Google Workspace (and Asana, a plus)
- Commitment to connecting art with audiences and FirstWorks' core values: inclusivity, creativity, artistic excellence; partnership and belief in the arts as a vehicle for social impact.
- Passionate about FirstWorks' educational themes: 'Raise Your Voice' and 'EarthWorks'.

Values Statement

Our organization values a diverse, inclusive, and equitable workplace. We are an equal opportunity employer and do not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, gender identity or expression, disability, veteran status, or any other characteristic protected by law. We welcome applications from individuals with varied backgrounds, experiences, abilities, and perspectives. We believe that a wide range of voices enriches our work and strengthens our connection with the communities we serve.

Compensation and Benefits

- Anticipated Salary: \$50,000, based on experience and qualifications
- Vacation and holidays
- Employer-share medical/dental available
- Flexible, collaborative working environment