



NEW VILLAGE ARTS

Job Title: Programs Coordinator

Reports To: Events and Engagement Manager

Organization: New Village Arts, Inc.

Location: Carlsbad, CA

Position Type: Part-time; non-exempt

Expected Start Date: February 16, 2026

About Us:

Celebrating nearly 25 years of award-winning professional theatre and thriving education and outreach programs, New Village Arts (NVA) has truly become the cultural hub of North County San Diego.

NVA attracts more than 30,000 patrons each year to experience professional theatre, musical, and art events in the heart of Carlsbad Village. In addition to full seasons of plays and musicals featuring some of the best artistic talent in Southern California, NVA hosts talkback discussions and other supplementary events designed to create conversation and cultivate community. The White Family Next Stage in the Dea Hurston New Village Arts Center presents a series of comedy, music, and spoken word events throughout the year. NVA offers robust theatre programs in partnership with local schools and strongly believes that theatre and arts experiences should be accessible to all people, becoming a recognized leader in equity, diversity, and inclusion in San Diego.

Hourly Wage:

\$18.00 paid on an hourly basis, typically at 20-30 hours per week

Benefits:

Sick pay, complimentary tickets for productions, up to 4 hours per week of work-from-home time, flexible schedule

Managerial Responsibilities:

Oversees the Dea Hurston Fellows, the New Village Arts College Apprentices, and New Village Arts Interns

Job Overview:

New Village Arts (NVA) is looking for a Programs Coordinator to help champion the artists, students, and emerging theatre leaders who bring our mission to life. Supporting the Dea Hurston Fellowship, Phifer-Collins Stage Management Fellowship, College Apprentices, Administrative and Production Interns, and other artistic, educational, and outreach programs, this role is perfect for an organized, people-centered self-starter who loves building community, keeping details on track, and creating a supportive experience for participants at every step.

As our Programs Coordinator, you'll be a key connector across departments, serving as a steady point of contact for fellows, apprentices, interns, and staff while helping programs run smoothly through thoughtful coordination, consistent communication, and strong documentation. If you're energized by meaningful work, enjoy balancing people and logistics, and want to help shape impactful learning and professional development experiences within a vibrant theatre organization, this is an exciting place to grow and make a difference.

Key Responsibilities:

- Support the planning and execution of meetings, events, and professional development of Dea Hurston Fellows, College Apprentices, Administrative Interns, and the Phifer-Collins Stage Management Fellowship
- Assisting with the planning and coordination of the above programs and their activities, including programmatic expenses, and documenting program activities for grant reporting purposes
- Assist NVA Staff with additional education and outreach programming, including weekly classes and off-site events
- Participate in weekly staff meetings and periodic planning meetings
- Schedule and organize bi-weekly check-ins with the Dea Hurston and Phifer-Collins Fellows and NVA Apprentices
- Serves as a point of contact between Fellows, students, staff, and other departments; assists with events, meetings, and special projects
- May assist with grant and/or proposal development as appropriate to the objectives and funding needs of the program; may participate in other fundraising activities, such as NVA's Annual Gala.

Preferred Skills/Abilities:

- Bachelor's degree in Theatre, Education, or a closely related field.
- Experience supporting healthy communication between diverse groups of people
- Experience working with or lived experience in under-resourced communities in socio-economic, racial, and cultural settings
- Experience with internship, fellowship, and apprenticeship processes
- Proficiency in MS Office Suite and Google Workspace, and/or willingness to learn
- Outstanding verbal and written communication skills
- Detail-oriented and efficient
- Ability to work and stay on task with minimal supervision
- Reliable transportation

New Village Arts is an Equal Opportunity Employer committed to fostering a diverse, inclusive, and respectful workplace. We provide equal employment opportunities to all employees and applicants and do not discriminate on the basis of race (including traits historically associated with race, such as hair texture and protective hairstyles), color, religion (including religious dress and grooming practices), creed, national origin, ancestry, citizenship or immigration status, age, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, gender identity, gender expression, sexual orientation, marital status, medical condition, genetic information, physical or mental disability, military or veteran status, or any other characteristic protected by applicable federal, California, or local law.

This policy applies to all aspects of employment, including recruitment, hiring, placement, promotion, transfer, compensation, benefits, training, discipline, and termination. New Village Arts also prohibits harassment, discrimination, and retaliation. Reasonable accommodations are available for qualified individuals with disabilities and for sincerely held religious beliefs, in accordance with applicable law.