



Education Studio Coordinator

Children's Musical Theater San Jose (CMTSJ)

Department: Education & Outreach

Reports To: Education & Outreach Manager

Position: Part-Time (year-round)

Children's Musical Theater San Jose is seeking a highly organized, dependable, and enthusiastic **Education Studio Coordinator** to support the day-to-day operations of our Education Department and Camp CMT programs.

The Education Studio Coordinator is a welcoming and essential presence at CMT, serving as a primary point of contact for students, families, teaching artists, instructors, and camp staff. This position oversees the Studio Desk during classes and provides administrative, logistical, and operational support throughout the year, with an increased role in the planning and daily operations of Winter, Spring, and Summer Camp.

The ideal candidate is a strong communicator and problem-solver who enjoys working with young people and families, can manage multiple priorities, and thrives in a fast-paced performing arts environment.

Key Responsibilities

Studio & Education Operations

- Oversee the Studio Desk during Education Department classes and programs.
- Welcome and assist students, families, teaching artists, and visitors. Assist with student arrival, departure, and transitions as needed.
- Answer phone calls and emails and respond to questions in a timely, professional manner. Provide information about classes, schedules, policies, programs, and CMT procedures.
- Support teaching artists and instructors with classroom and administrative needs. Provide teachers with appropriate student medical and emergency information while maintaining confidentiality.
- Prepare and print rosters, nametags, reports, handouts, and other class materials.
- Assist with basic sound, music, and classroom technology troubleshooting.
- Help ensure classrooms, common areas, and the building are clean, organized, safe, and presentable.
- Support the Education & Outreach Manager with administrative projects and departmental needs.

Camp CMT

Working closely with the **Education & Outreach Manager**, the Education Studio Coordinator will support the preparation and daily operation of Camp CMT.

- Participate in and co-lead camp staff training.
- Assist with camp preparation, including rosters, schedules, materials, supplies, and classroom setup.

- Serve as a primary point of contact for camp families and help ensure clear and timely communication.
- Monitor camp email and phone communications and respond to parent/guardian inquiries.
- Support camper drop-off, pick-up, lunch, attendance, and daily transitions.
- Maintain accurate camper records, attendance, medical forms, and required paperwork.
- Help address camper emotional, behavioral, and physical needs in collaboration with Camp Management.
- Support instructors and teaching artists with classroom materials, supplies, copies, and logistical needs.
- Monitor classes and help ensure campers are engaged, and instructors have the resources they need.
- Coordinate and support weekly staff meetings.
- Organize inventory and distribute camper shirts and camp materials.
- Help maintain a clean, organized, and sanitized camp office and shared spaces.
- Assist the Camp Director with administrative and organizational tasks throughout the camp session.

The ideal candidate will have:

- Experience working with children, families, education, theater, camps, or youth programs.
- Excellent communication and customer service skills.
- Strong organizational and time-management abilities.
- The ability to multitask, prioritize, and stay calm in a busy environment.
- A proactive, positive, and solution-oriented approach.
- Strong attention to detail and follow-through.
- Comfort working independently while being part of a collaborative team.
- Office skills and proficiency in Word, Excel, Publisher, Canva, Adobe.
- The ability to maintain confidentiality regarding student and family information.
- A genuine enthusiasm for working with young people and supporting arts education.

Preferred: Experience in a performing arts or summer camp environment, experience supporting instructors or teaching artists, and CPR/First Aid certification or willingness to obtain certification.

Schedule & Work Environment

This is a **part-time position** with varying hours based on CMT's Education Department schedule and seasonal programming.

Fall Class Schedule: September 13-November 20, 2026 (with prep hours the week prior) Sundays 11:30-4:30, Mondays 2:00-8:15, Wednesdays 2:00-6:15.

Winter Camp Schedule: February 15-19, 2027 (with prep hours the week prior) Monday-Friday 8:30-3:30

Spring Class Schedule: February 22-April 29, 2027 (with prep hours the week prior) Hours TBD, Similar to Fall.

Spring Camp Schedule: (Varies by year) April 19-23, 2027 (with prep hours the week prior) Monday-Friday 8:30-3:30

Summer Camp Schedule: Various hours in May for prep & training. June 7-July 30, 2027, Monday-Friday 8:30-3:30

The position will include **some evenings and weekends** for Studio Classes and special programs. Hours will increase during **Winter, Spring, and Summer Camp**, including camp preparation, staff training, and camp sessions.

The Education Studio Coordinator should be comfortable working in a dynamic environment where priorities can change quickly and where frequent interaction with students, families, instructors, and staff is part of the job.

Salary Range: \$16,000 - \$18,000 for the full season, paid hourly, based on experience. This position does not qualify for employee benefits.

Why Work at CMT?

At Children's Musical Theater San Jose, we believe theater is a powerful tool for building confidence, creativity, collaboration, and community. The Education Studio Coordinator plays an important role in creating a welcoming, organized, and supportive environment that allows our students and teaching artists to thrive.

If you are organized, energetic, dependable, and excited about helping young people discover the joy of musical theater, **we would love to hear from you!**

CMT values a diverse workplace and strongly encourages women, BIPOC, LGBTQ+ individuals, and people with disabilities to apply.

To apply: please send Cover Letter & Resume to ryan@cmts.org