

# EAST BAY CENTER FOR THE PERFORMING ARTS

## School and Neighborhood Partnerships Manager Full-time | On-Site | Richmond, CA

### About East Bay Center for the Performing Arts

For more than 56 years, [East Bay Center for the Performing Arts](#) has been a cultural beacon in



Richmond, California, engaging children and youth with transformative, tuition-free arts education. Our programs are designed to create safe, rigorous, supportive spaces where young people can explore and express themselves through cross-cultural performing arts—catalyzing personal growth, community connection, and social change. Every day, our work at the Center demonstrates the power of art to unite and uplift people of diverse backgrounds and create new ways of seeing the world. East Bay Center serves 4,000+ children and youth each

year from communities reflective of the city's demographics: 95% of our students are youth of color, 80% come from low-income families, and 40% are English language learners. Through the active creation of original art, we emphasize social justice and the skill, effort, courage, and discipline needed to successfully prepare, create, and perform!

In our next 50 years, we aspire to engage thousands more youth and strengthen our role as a community hub and cultural anchor in Richmond. Despite their importance, affordable, culturally relevant, sequential musical and performing arts training opportunities for youth are scarce in Richmond. The need is clear: schools in our district face significant challenges in securing sufficient funding for the arts, and 90% of CA public schools do not meet state standards for arts education. East Bay Center fills this void through tuition-free, healing-centered performing arts programs at our main site (70+ weekly classes) and sequential arts education in 15 Richmond public schools.

### The Opportunity

The School and Neighborhood Partnerships Manager is a leadership role with significant impact on the educational and creative experiences of thousands of children and youth each year. Reporting to the Director of School and Neighborhood Partnerships and collaborating closely with the Senior Director of Programs, the Manager oversees programs in partner schools and community centers, ensuring that every class, performance, and creative project uplifts students, strengthens communities, and reflects the unique voices of participants.



Developing Young Artists  
Re-Imagining the World

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[eastbaycenter.org](http://eastbaycenter.org)

The Manager leads and mentors a team of Teaching Artists, coaches content experts in facilitation and planning, cultivates relationships with schools and neighborhood partners, and manages program logistics and partnerships with care, creativity, and cultural sensitivity. The role directly influences how young people engage with the arts, supporting the development of confidence, curiosity, and skills that extend beyond the classroom.

By expanding access to high-quality, sequential arts education in under-resourced schools, the Manager helps close gaps in arts opportunities and advances the Center's mission of equity, inclusion, and community transformation. Strengthening school and neighborhood partnerships creates lasting impact on youth outcomes and reinforces the Center's role as a community hub and cultural anchor.

## **Key Responsibilities**

### **Program Coordination & Community Engagement (50%)**

- Build and sustain relationships with school and district administrators, teachers, and community partners to support program success and alignment with educational goals.
- Support the negotiation, initiation, and oversight of contracts with schools and community partners, in collaboration with the Director, to ensure clarity, compliance, and mutual accountability.
- Collaborate with the Director of School and Neighborhood Partnerships and support the School Partnerships Registrar to ensure smooth program implementation, including communicating schedule changes, make-up classes, performances, and special events.
- Facilitate communication between teaching staff, school sites, and community stakeholders to ensure smooth program implementation and continuity.

### **Leadership & Staff Development (50%)**

- Supervise and mentor the School and Neighborhood Partnerships (SNP) Department staff and faculty, fostering professional growth, collaboration, and commitment to the Center's mission.
- Observe and coach up to 15 Teaching Artists, providing constructive feedback, performance support, and guidance to strengthen instructional quality.
- Support faculty recruitment, hiring, onboarding, and orientation in partnership with the Director to prepare the team to deliver high-quality arts programming.
- Plan and facilitate faculty meetings and professional development sessions in coordination with the Director of School and Neighborhood Partnerships (DSNP).

- Manage administrative processes for staff, including timecards and payroll, ensuring accuracy and compliance.

### **Ideal Candidate Attributes**

Please don't hesitate to apply even if you don't meet all ideal qualifications - we value diverse perspectives and are committed to fostering growth within our team!

- Strong commitment to the Center's mission and the role of the arts in youth development, social justice, and community empowerment.
- Bachelor's Degree or equivalent professional experience, with 5+ years teaching and developing arts or education programs, including at least 3 years of supervisory experience; candidates with direct experience working with or within schools/school districts are highly valued.
- Demonstrated ability to lead, mentor, and supervise staff or teams across multiple programs, sites, or projects, while remaining calm under pressure and resilient in the face of unexpected changes.
- Strong organizational, time-management, and problem-solving skills, with the ability to prioritize multiple responsibilities in fast-paced, dynamic environments and take initiative in program and project development.
- Proven ability to build and sustain positive relationships with diverse stakeholders, including school and community partners, with significant training and onboarding provided by the Center.
- Demonstrates cultural humility, fosters an inclusive environment that values the diverse ages, experiences, and backgrounds of Teaching Artists and students, and works collaboratively to meet the evolving needs of participants and partners.

### **Benefits and Culture**

This on-site position is based in Richmond, California. The Center believes each team member is vital to the organization's success. We serve and work in partnership with all and celebrate the diversity of our community, including people of all backgrounds, regardless of race ethnicity, gender identity, sexual orientation, and religious or spiritual affiliation or belief. Our staff and leadership demonstrate the ways in which our work is continually enhanced by a diversity of thought and perspectives. Our team prioritizes rest, restoration, and creativity as part of encouraging our teammates to live healthy, balanced lives. We celebrate the successes of our team and work collaboratively toward common goals in service of our shared commitment to social justice for youth in the face of systems of oppression.

We are offering a **competitive salary range of \$81,600-\$114,200** based on qualifications, with the potential for performance-based bonuses and increases. East Bay Center also offers a comprehensive benefits package that includes:

- Health, Dental, and Life Insurance
- Vision, Short- and Long-Term Disability
- Time Off Benefits - including Paid Sick Leave, Vacation, 12 Paid Holidays, Paid Family
- Leave (PFL), Bereavement Leave, Pregnancy and Pregnancy-Related Disability Leave and Accommodations, Reproductive Loss Leave
- Flexible work schedule
- Retirement, 4% Employer Contribution (after one year)

### **How to Apply**

Please submit a thoughtful cover letter and resume with subject line “School & Neighborhood Partnerships Manager” to: Susannah Sallin, Search Consultant to Non-Profits, [apply@sallinsearch.com](mailto:apply@sallinsearch.com). We will respond to all applicants. Thank you.