



A CENTER FOR DANCE AND THE CREATIVE ARTS

Position Title: Community and School Programs Manager

Classification: Full-time, Salaried Employee

Pulse Job Level: 3 (1st Level Management)

Reports to: Artistic Director

Supervises: Programs Assistant; Teaching Artists

Starting Annual Salary: \$45,000 - \$50,000; commensurate with education and experience

Employee Benefits:

- New full-time employees receive 12 paid federal and state holidays, and are eligible to earn 10 vacation and 6 sick/personal days per year per Pulse's Paid Time Off Policy
- Monthly health/dental insurance reimbursement of \$200-\$500 for the employee's single- or family-plan, respectively
- Beginning in 2026, Pulse will be introducing a group health insurance and retirement savings plans for all full-time employees

Additional Pulse Employee Benefits:

- Free classes for the employee
- Discounted tuition for employee's immediate family
- Free/Discounted studio rentals as outlined in the Pulse Faculty Handbook

Position Description:

The role of the Community and School Program Manager ("CSP Manager") is to coordinate and oversee all community classes, workshops, partnerships, special programs, and residencies at Pulse's studios in Housatonic, in schools throughout Berkshire County, and at partnering organizations throughout the region. They are a key member of the program team, including the Founder/Artistic Director, Youth Performing Arts Program Manager, and supported by a part-time Programs Assistant. The CSP Manager collaborates with the program team and teaching artists on program and curriculum planning, goals, assessments, communications, and opportunities for collaboration and partnerships. The CSP Manager must possess an ability to understand Berkshire Pulse's mission, core values, and principles, and how best to integrate this into Pulse's school and community programming both on- and off-site. Foundational to the CSP Manager's work is the ability to build relationships with a variety of dance, arts, education, and community service organizations, and to recommend Pulse programs that align with their mission and organizational goals.

The CPS Manager oversees both established and emerging programs at Berkshire Pulse, adapting offerings to meet community needs. Key community programs include the Afterschool Dance Program at the Boys & Girls Club in Pittsfield, running at least two nights per week during the school year, and a year-round partnership with Extra Special Teas. Major school programs include Dance for the Special Child, held twice weekly during the school year, various Pittsfield Public Schools residencies, and an annual Soul Steps residency. Additional long-standing programs include Storytelling Through Rhythm and Dance, Intro to Dance, Dance for Theater, Afro-Cuban and Afro-Peruvian Rhythms, and FunkBox Breaking in partnership with Funk Box Studio (Pittsfield).

Every year, Pulse offers programs with approximately 10 schools and 5 community partners. Visit the Berkshire Pulse website for more information about Pulse’s [Community Programs](#), [School Programs](#), and the [Teen and Adult Community Class Program](#).

Schedule: The CSP Manager works at Pulse’s studios in Housatonic, off-site at area school and community partner locations, and remotely/from home, as needed. The regular schedule allows for one working day/week from home, plus onsite and offsite hours associated with program meetings, observations, and faculty and community partner associations. Additionally, as a member of Pulse’s core administrative staff, they will support Pulse’s on and off-site public performances and special events throughout the year, which most frequently occur on nights and weekends.

As a key member of the Berkshire Pulse Programming team, the Community and School Program Manager is curious and engaged, collegial, ethical, and flexible, and finds interest in exploring new systems and approaches to communication and organization. They are a self-starter and collaborator who will build a day-to-day system of communications through awareness of the organization’s daily classes, special programs, and community initiatives. They support and engage in collaborative relationships, possess excellent written and verbal communication skills, and have an enthusiastic and passionate interest in dance and performing arts education.

RESPONSIBILITIES	REPORT TO/WORKS WITH
Coordinates on-site classes and workshops for the Teen and Adult Community Class Program. Creates and maintains the program schedule and oversees the general programmatic direction of the program.	Program Team / Admin Manager
Coordinates on-site artist residencies and performances.	Artistic Director / Admin Manager
Coordinates and manages all off-site Community and School programs. Create and maintain community and school partnerships.	Artistic Director/ Programs Assistant/ Community Partner Organizations

Stays informed on local education system developments and policies; participates in sector-wide conversations and professional development opportunities	Artistic Director
Assist with grant materials such as program proposals and descriptions.	Senior Development Manager
Facilitate conversations with Community program teaching artists for program planning and development.	Artistic Director, Outreach Program Partners, Teaching Artists
Oversee the maintenance of website information in regards to School and Community programs, as well as the Berkshire Pulse school and community Google calendars	Programs Assistant / Marketing Coordinator
Oversee all pertinent communications with staff related to community programs.	Programs Assistant
Develop and maintain program budgets; negotiate faculty salaries	Executive Director / Senior Development Manager
Oversee programmatic documentation and reporting of programs for grants and the Board of Directors. Work with the Programs Assistant to collect feedback, evaluations, and data.	Artistic Director/ Programs Assistant
Manages the Boys & Girls Club of the Berkshires Afterschool Dance Program in Pittsfield.	Artistic Director/ Programs Assistant/ Support Staff/ Teaching Artists
Coordinates Pulse's annual site-specific "Spirits of Chesterwood" production in partnership with Chesterwood	Artistic Director / Programs Assistant
Function as a community liaison, facilitate and attend meetings with partnering organizations as needed for program development	Artistic Director
Supervise and mentor the Programs Assistant, providing training, feedback, and support. <ul style="list-style-type: none"> ● Collaborate to integrate weekly and monthly tasks into their workflow. ● Hold weekly check-ins to review progress and responsibilities. 	Programs Assistant

Qualifications:

- 3+ professional work experience; program coordination, advocacy, or community outreach work preferred.
- Strong organizational skills, attention to detail, and the ability to manage multiple projects simultaneously.
- Excellent written and verbal communication skills.
- Budgeting and grant writing/management experience, a plus.
- Proficiency in Google Workspace (Gmail, Docs, Calendar, Sheets).

- Ability to work collaboratively with a diverse range of stakeholders, including youth students, parents, professional artists, community leaders, school educators/administrators, and the general public.
- Personal and/or professional experiences advancing equity, diversity, inclusion, and belonging, which demonstrate a commitment to the values of anti-racism and anti-oppression, and to making arts education and engagement accessible to all.
- Must have access to reliable transportation to/from Pulse’s studios and off-site locations.
- Highly desirable, but not required:
 - Undergraduate or graduate degree, certificate, or other accreditation in dance, theater, music, or arts education
 - Knowledge of the unique needs of special and marginalized populations, including people with physical or developmental disabilities/delays, immigrant communities, families with housing or food insecurity, etc.
 - Basic written or oral proficiency in Spanish
- Physical Requirements: Pulse is an ADA-compliant, equal-opportunity employer. Reasonable accommodations will be offered to meet physical requirements, as needed.
 - This position requires working on a computer to complete many tasks and projects. Computer work may entail long periods of time . . .
 - *Looking at a computer screen*
 - *Remaining in a stationary seated or standing position (some adjustable height desks are available, as needed)*
 - *Performing fine motor skills to type and use a keypad/mouse*
 - *Verbally communicating with colleagues and constituents during video meetings*
 - Speaking on the phone or over video calls
 - Occasionally support studio maintenance projects alongside other staff; may involve moving boxes/supplies weighing up to 40-50 pounds across the studios/office
 - Work in a busy, often noisy environment

Application Instructions:

Please email a cover letter, 1-2 page resume, and contact information for 3 professional references to jobs@berkshirepulse.org. Applications will be reviewed on a rolling basis, with priority consideration given to those who apply by April 30th. No phone calls, please.

We respectfully request that any current or former Berkshire Pulse teachers/staff/community members refrain from contacting Pulse leadership directly about their interest in this position, to help ensure a fair and unbiased hiring process.