



<https://pmaonline.org/job/programcoord/>

Program Coordinator

Description

Portsmouth Music and Arts Center (PMAC) is seeking an organized and energetic individual to join our Admissions Team as Program Coordinator. The ideal candidate is self-motivated, detail-oriented, and possesses excellent communication and customer service skills. We are looking for someone who embraces creativity and thrives in a collaborative, fast-paced, mission-driven environment.

This is a hybrid role of 32–40 hours per week. Onboarding begins part-time in late Summer 2026, with the full schedule starting September 1, 2026. Candidates seeking a part-time schedule will also be considered.

PMAC respects, values, and welcomes diversity in our workplace. We welcome candidates of varied backgrounds, capabilities, perspectives, social identities, and gender expressions. PMAC is an equal opportunity employer. The successful candidate for this position will be subject to a pre-employment background check.

Responsibilities

Core Responsibilities

Reporting to the Director of Education, responsibilities include:

- Coordinate and maintain lesson schedules for a team of teaching artists
- Match students with appropriate instructors based on needs and availability
- Manage lesson registrations using scheduling and registration software (ASAP Connected/Vanco and Asana)
- Assist with ensemble registrations during designated registration periods
- Configure and maintain registration system settings in preparation for each enrollment period
- Provide administrative support to the tuition aid committee
- Provide ongoing support to faculty, students, families, and staff throughout the registration process
- Identify scheduling issues and escalate or recommend solutions to the Director of Education
- Manage assigned registration processes with oversight, following through to completion
- Participate in monthly staff meetings and annual faculty meetings
- Attend seasonal weeknight or weekend events, approximately 7–10 times per year (September–June)

Schedule & Work Environment

- Hybrid role: 2 afternoons per week on-site at our Islington St. location (until approximately 6:00 PM); remaining hours may be completed remotely
- Flexible weekly hours to accommodate fluctuating registration demands
- Occasional weeknight or weekend event attendance required (approx. 7–10 times per year, September–June)

Hiring organization

Portsmouth Music and Arts Center

Employment Type

Full-time, Part-time

Job Location

973 Islington St., 03801,
Portsmouth

Base Salary

\$ 50,000 - \$ 55,000

Date posted

June 29, 2026

Valid through

15.08.2026

Qualifications

- High school diploma or equivalent required; bachelor's degree preferred
- Prior experience in a customer service role strongly preferred
- Experience working with a cultural nonprofit is a valuable asset
- Proficient in Google Workspace (Gmail, Google Calendar, Google Drive)
- Familiarity with Asana project management software, or ability to learn quickly
- Strong organizational skills and attention to detail
- Ability to work both independently and collaboratively in a hybrid environment
- Passion for music and visual arts, whether through personal practice, study, or enthusiastic support of the local arts community, is a plus

Job Benefits

- \$50,000–\$55,000 annually, commensurate with experience (full-time, 40 hrs/week)
- Hourly rate available for part-time candidates (32 hrs/week minimum); salary equivalent to full-time rate
- Paid time off
- Tuition benefits
- Health and retirement benefits for full-time staff

Contacts

TO APPLY:

Please email your **cover letter (required)** and resume to Michelle Shoemaker, Dir. of Education at michelle@pmaconline.org with subject line “**Program Coordinator**”. No phone calls or walk-in inquiries please.

APPLICATION DEADLINE: July 15, 2026

The Portsmouth Music and Arts Center (PMAC) is a multi-faceted arts center serving all ages and abilities. In addition to individual instruction in music and visual arts, PMAC offers ensembles, classes, summer camps, and community arts outreach programs, along with live music performances and art exhibitions by both students and professionals. PMAC addresses the need for arts education in the greater Seacoast region by providing high quality instruction that compliments the offerings in our local public and private schools. In addition, we meet the needs of students of all ages, regardless of skill level or aspiration. PMAC offers cultural opportunities to all people regardless of their age, ability, or economic status, and continually strives to build community through the arts.