



JOB OPENING

JOB TITLE:	Cultural Arts Programmer – Performing Arts Educational Programs
JOB DESCRIPTION:	Join our innovative team as a Cultural Arts Programmer focused on Performing Arts Educational Programs within the state's largest municipal arts division! This part-time role offers the exciting opportunity to develop award-winning classes and workshops for youth and adults, working alongside a creative team dedicated to inspiring the next generation of artists. With flexible hours in a vibrant work environment, you'll play a key role in managing educational programs, supporting staff, and planning engaging activities. If you have a passion for the arts, strong communication skills, and a talent for organization, we want to hear from you!
POSTING DATE:	8/13/2026
CLOSING DATE:	Open until filled.
DEPARTMENT/DIVISION:	Special Services/Cultural Arts
EMPLOYEE GROUP:	Regular Part-Time
EMPLOYMENT STATUS:	Part-Time
START DATE & WORK SCHEDULE:	ASAP; Approximately 20-30 hours per week, flexible Monday-Friday schedule with some evening and weekend shifts required.
PAY RATE:	\$19 - \$22.50 per hour
PREVIOUS WORK EXPERIENCE:	Experience administratively developing, coordinating, or facilitating educational programs for youth and/or adults such as classes and workshops, camps, recreation, working with children or in a related field. Experience working within performing arts-based programming preferred (Dance, Theatre, Music).
EDUCATION:	High School graduate required plus some college education or trade school preferred. College students majoring in education, dance, theatre, music or related fields are encouraged to apply.
SPECIAL SKILLS & TRAINING:	• Must be at least 18 years old. • Exceptional written and oral communication skills • Detailed oriented with ability to work efficiently and accurately on multiple projects simultaneously • Energetic and upbeat attitude\team player • Strong relationship builder • High level of computer proficiency, including Microsoft 365 • Assist with budgeting, estimating, and planning for program needs • Schedule and coordinate with staff and/or volunteers • Familiarity with scheduling software (experience with When I Work is a plus). • Ability to proactively plan classes and activities 9-12 months in

	advance. • Familiarity with registration software (experience with Rectrac or similar platforms is a plus). • Familiarity with emergency medical records software (experience with EPACT or similar is beneficial)
BASIC RESPONSIBILITIES:	We are seeking a dynamic and enthusiastic Educational Programmer to join our team. The ideal candidate will have experience in programming education classes and programs, or background in camp, youth programs, recreation, or a related field. • Aid in development and management of classes, workshops, and camps in Performing Arts for youth and adults. • Assist with the hiring, training, and management of part-time and contractual educational program staff as needed. • Assist with curriculum or lesson plan development as needed. • Work with supervisor(s) or relevant team members to purchase and maintain program supplies inventory. • Provide administrative support including but not limited to customer communication, data entry and reporting within registration system. • Participate in strategic planning sessions; develop and maintain specific programs as directed by Supervisor. • Proactively plan classes and activities 9-12 months in advance. • Assist with preparing press releases, data entry, financial budgeting, mailings, and publicity as needed. • Be available for some physical activities and work flexible hours, including evenings and weekends. • Some physical activity is required and some evening and weekend hours for workshops or events are required. • Perform other duties as assigned.
PHYSICAL DEMANDS:	While performing the duties of the job the employee is required to stand, sit, kneel, walk, talk, see, hear, and use hands or fingers to handle objects and reach with hands and arms. The employee lifts and/or moves up to 30 pounds.
HOW TO APPLY:	All candidates must complete an online application. Please create an account and submit it online for consideration.

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed, and to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.