

Employment Opportunity

The Cambridge School



Position Title	Fine & Performing Arts Coordinator
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Location	The Cambridge School, San Diego, California
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Reports To	Director of Fine & Performing Arts
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Job Type	Part-Time Position (approximately 20 hours a week, more during performance weeks)
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Salary Range	\$23- \$28 depending on experience
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About The Cambridge School

If you're looking for a meaningful vocation that seeks to form young people to live flourishing, eudaemonic lives while collaborating with thoughtful, mission-focused colleagues in an intentional community of faith and learning, The Cambridge School in beautiful San Diego, California, might be just the place for you!

We are a JK-12th grade Classical Christian school that is 20 years old and thriving. We are committed to equipping students to think well, love rightly, and live wisely through an educational model that is rooted in historic Protestantism and the best of the classical tradition. Our mission embodies a dedication to shaping students' affections towards the true, good, and beautiful by providing them with an education that is formative and not merely informative. While this is no easy task in our day and age, together we are faithfully seeking to cultivate wisdom and virtue in our students through our academically-vigorous and spiritually-robust community of faith and learning. If this resonates with you, please go to our school website at www.cambridgeclassical.org to learn more and apply!

Position Overview

The Cambridge School Fine and Performing Arts Department is seeking someone to join our team who loves the arts, and loves working with K-12 students. The Cambridge School's Fine and Performing Arts Department cultivates the virtues of attentiveness, courage, open-mindedness, and humility through visual art, music, and theatre. As students create and encounter the work of others, they learn to consider perspectives beyond their own, and engage the creative process with both confidence and humility. Through the arts, students are invited to recognize and pursue the true, the good, and the beautiful, developing discernment, compassion, and a deeper appreciation for the beauty and complexity of human expression. The role is a mix of administrative support and teaching/directing.

Essential Duties and Responsibilities

1. Co-direct the Grammar School musical, Upper School fall play, and Upper School spring musical, in collaboration with the Fine and Performing Arts team.
2. Teach and/or assist with drama instruction for K-3, 8th grade historical drama, and/or and Upper School drama elective, depending on program needs and experience.
3. Support Grammar School classroom teachers with class play productions, including rehearsal, staging, directing, and performance preparation.
4. Support and/or direct all-school programs and performances, including Veteran's Day, Christmas programs, Arts Festival, and other community events.
5. Coordinate production logistics, including rehearsal schedules, calendars, performance needs, auditions, callbacks, and other production-related details.
6. Communicate clearly and consistently with students, parents, faculty, and school leadership regarding productions, rehearsals, performances and arts programming.
7. Maintain organized digital files, resources, calendars, production materials, and records for Fine and Performing Arts and all-school programs.
8. Collaborate with visual art, music, and theatre faculty to support the broader vision and goals of the Fine and Performing Arts Department.
9. Help cultivate a positive, collaborative, and encouraging culture in which students are challenged to grow in skill, confidence, courage, attentiveness, and humility.
10. Participate in school events, professional development and other duties that support the mission of The Cambridge School.

Qualifications and Requirements

1. A genuine love of the arts and of working with children and adolescents in a school setting.
2. Experience teaching, directing, coaching, or mentoring students in theatre, or the performing arts.
3. Strong communication, organizational, and interpersonal skills.
4. Ability to work effectively with students across a wide range of ages, from Kindergarten through Grade 12.
5. Demonstrated ability to collaborate well with colleagues and contribute positively to a team.
6. Ability to manage multiple productions, programs, and administrative responsibilities with attention to detail.
7. Comfortable learning and using digital tools for communication, scheduling, file organization, and production management.
8. A willingness to participate in the full production process, including rehearsals, performances, auditions, and occasional evening or weekend commitments.
9. Commitment to creating a classroom and rehearsal environment characterized by kindness, professionalism, joy, and high expectations.
10. Bachelor's degree in Theatre, Performing Arts, Education, or a related field preferred.
11. Teaching credential or formal classroom teaching experience preferred, but not required for the right candidate.

How to Apply

Interested candidates are invited to send a letter of interest, resume, and references to careers@cambridgeclassical.org.

The Cambridge School is an equal opportunity employer and welcomes candidates from all backgrounds who agree wholeheartedly with our Statement of Faith and our articulation of our mission.
