

## **JOB DESCRIPTION | MUSE COORDINATOR**

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**DEPARTMENT:** Development

**REPORTS TO:** Associate Vice President - Development

**FLSA:** Part-Time, Non-Exempt

**SALARY RANGE:** \$25.00 to \$30.00 per hour

**LOCATION:** Palm Desert, CA (on-site)

### **JOB SUMMARY**

The McCallum Theatre seeks a highly organized and people-oriented **Muse Coordinator** to support the vibrant work of the **Muses & Patroness Circle**. This position serves as a key connection between the Theatre and the Muses, supporting their fundraising events, volunteer coordination, and communications. With a focus on hospitality, logistics, and relationship-building, the Muse Coordinator plays a central role in supporting this dynamic group of women to advance arts education for the Coachella Valley.

### **ESSENTIAL RESPONSIBILITIES**

#### **Event Support**

- Coordinate event logistics for the Muses & Patroness Circle events including events, luncheons, committee meetings, and the Annual Fundraiser.
- Manage event timelines, vendor coordination, RSVPs, and volunteer assignments.
- Serve as on-site point person during Muse events, overseeing setup, guest experience, and real-time problem-solving.
- Manage Eventbrite/Tessitura (RSVP system) for all Muse events (excluding MAF).
- Events to include but not limited to: Season Opening Party, Muse Holiday Brunch, Meet & Mingles, Muse Annual Fundraiser, Patroness Silver Events, Season Closing Party, Muse Board Meetings.

#### **Administrative Coordination**

- Assist with Muses Board meeting agendas, invitations, and other correspondence.
- Assist with budget tracking and processing event-related invoices and reimbursements.
- Regularly communicate and coordinate with the Associate Vice President – Development (Muse Liaison) on all Muse related activities.

#### **Communications & Stewardship**

- Assist with communication for Muses Board members by responding to emails, sharing updates, and helping ensure information is delivered on time.
- Maintain and coordinate a comprehensive calendar of Muse activities, committee meetings, and key deadlines.

## **Fundraising & Engagement**

- Provide administrative and logistical support for the Muses Annual Fundraiser, including committee support, donor recognition, and auction tracking.

## **MINIMUM REQUIREMENTS**

- Prior experience in event planning, volunteer coordination, or development.
- Excellent interpersonal, written, and verbal communication skills.
- Strong organizational and time management skills.
- Attention to detail and ability to manage multiple priorities.
- Ability to work independently and in a team environment.
- Valid driver's license and ability to travel within Coachella Valley
- Must be available to work weekends, evenings, or holidays

## **PREFERRED QUALIFICATIONS**

- Bachelor's degree or equivalent experience in a related field
- 2+ years of relevant experience in fast paced office setting
- Experience working with volunteers or donor groups in a non-profit or performing arts setting a plus.
- Proficiency in **Microsoft Office Suite**; experience with **CRM** databases (e.g., Tessitura, Raiser's Edge) a plus.

## **WORK AUTHORIZATION/SECURITY CLEARANCE**

Proof of eligibility to work in the United States

Criminal and civil background check will be performed

An equal opportunity employer/Drug Free Workplace

## **PHYSICAL REQUIREMENTS**

### **Work Environment**

This job operates in a professional, non-profit performing arts theatre. This role operates within the theatre as well as the exterior grounds of the facility.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must possess strength, stamina, and mobility to perform light to medium physical work; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer, keyboard, tools and equipment. Incumbents in this classification sit, bend, stoop and reach. Ability to lift 10 pounds is necessary for moving materials when necessary. Candidates must possess the ability to lift, carry, push, and pull materials with assistance and/or the use of proper equipment.

## **AAP/EEO STATEMENT**

McCallum Theatre provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or

any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

### **ABOUT THE MUSES & PATRONESS CIRCLE**

The Muses & Patroness Circle is comprised of talented women who share a passion for the performing arts and a deep commitment to arts education. Through leadership, camaraderie, and philanthropy, they have raised over \$11 million to support McCallum Theatre Education programs. Their Annual Fundraiser and ongoing volunteer work make a lasting impact on thousands of schoolchildren, educators, and families each year.

### **ABOUT THE MCCALLUM THEATRE**

McCallum Theatre is a renowned non-profit performing arts theater dedicated to enriching the cultural life of our community through a diverse program of world-class entertainment, education, and community engagement. Our mission is to provide a world-class platform for artists while enhancing the cultural experience for our patrons and supporting our local community. To learn more visit [www.mccallumtheatre.org](http://www.mccallumtheatre.org).

### **Palm Desert, California**

The City of Palm Desert was incorporated in 1973 and today numbers more than 50,000 year-round residents. It is centrally located in the heart of the Coachella Valley in southeastern Riverside County. Known as the educational, cultural and retail center of the desert communities, it is only 125 miles east of Los Angeles and 15 miles east of Palm Springs. The key industries are hospitality, tourism, service and retail.

A major center of growth in the Palm Springs area, Palm Desert is a popular retreat for "snowbirds" from colder climates (the Eastern and Northern United States, and Canada), who swell its population by an estimated 31,000 each winter. Recently Palm Desert has seen more residents become "full-timers", mainly from the coasts and urban centers of California, who have come for affordable but high-valued home prices.

### **TO APPLY**

Please submit a resume and brief cover letter to Human Resources at [hr@mccallum-theatre.org](mailto:hr@mccallum-theatre.org) subject line: Muse Program Coordinator – [Your Name].