



## **JOB DESCRIPTION | HR ADMINISTRATOR**

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**DEPARTMENT:** Executive Office  
**REPORTS TO:** Executive Assistant to the CEO  
**FLSA:** Full-Time, Non-Exempt  
**SALARY:** \$32/hour  
**LOCATION:** Palm Desert, CA (on-site)

### **JOB SUMMARY**

The HR Administrator provides vital administrative and operational support to the Executive Assistant (EA) to the CEO and plays a key role in ensuring efficient, accurate execution of paperwork-heavy functions, especially those related to Human Resources coordination.

### **ESSENTIAL RESPONSIBILITIES**

#### **HR Coordination (in partnership with external HR firm and under EA supervision)**

- Maintain and update employee records and HR databases with accuracy and confidentiality.
- Assist with the onboarding and offboarding, including preparing and processing paperwork, documentation, and employee file updates.
- Coordinate interview scheduling, background checks, and onboarding logistics.
- Help track and ensure completion of training documentation, employee evaluations, and performance reviews.
- Post job openings on internal and external platforms.
- Manage and track employee hours, including time off, vacation, sick leave, and other out-of-office requests, ensuring accurate records are maintained.
- Coordinate closely with Finance department to support payroll and benefits processing related to time off.

#### **Administrative Support**

- Manage the intake, completion, and filing of forms and documentation across multiple workflows, including HR, contracts, compliance, and internal operations.
- Assist in preparing reports, spreadsheets, and internal communications as directed by the EA.
- Support internal calendar management, meeting scheduling, and reminders for operational tasks.
- Provides support for additional initiatives or assignments as directed by senior leadership.

### **MINIMUM REQUIREMENTS**

- 2–3 years of administrative or office support experience, preferably in a nonprofit or HR environment.
- Strong attention to detail with excellent organizational skills.
- Proven ability to handle confidential information with integrity and discretion.

- Proficiency in Microsoft Office Suite and Zoom, as well as familiarity with digital filing and scheduling tools.
- Strong written and verbal communication skills.
- Ability to work both independently and as part of a team.

### **PREFERRED QUALIFICATIONS**

- Interest in non-profit arts administration or Human Resources.
- A service-oriented attitude with a collaborative mindset.
- Flexibility, reliability, and a willingness to learn and grow in a supportive role.

### **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 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 [hr@mccallum-theatre.org](mailto:hr@mccallum-theatre.org) with the subject line: HR Administrator – [Your Name].