

JOB DESCRIPTION | MANAGER – EDUCATION PROGRAMS

DEPARTMENT: Education

REPORTS TO: Vice President - Education

FLSA: Full-Time, Exempt

SALARY: \$70,000

LOCATION: Palm Desert, CA (on-site)

JOB SUMMARY

The Manager - Education Programs is a key leadership role responsible for the successful planning, coordination, and execution of *Palm Desert Choreography Festival* launched in 1998 and *Open Call Talent Project*, produced annually since 1999. This position serves as the central liaison between education and production, also ensuring seamless communication and collaboration across all departments within the theatre. In addition, this manager schedules and oversees individual artist residencies, masterclasses and workshops at McCallum, in local schools, and community organizations. The ideal candidate is a highly organized, detail-oriented, and proactive individual with a passion for the performing arts and a proven track record in managing complex events and productions.

ESSENTIAL RESPONSIBILITIES

Program Management

- Oversee the full annual lifecycle of both the Choreography Festival and Open Call Talent Project, from planning through execution and post-event evaluation.
- Develop and manage production timelines, budgets, and deliverables in collaboration with the VP of Education.
- Coordinate artist communications, contracts, schedules, workshops, and logistics.
- Serve as the primary point of contact for participating artists, choreographers, artistic team, Lifetime Award recipient(s), education partners, contractors, judges, panel members and other volunteers.

Production Liaison

- Collaborate closely with the production stage manager to ensure all technical and logistical elements are executed to the highest standard.
- Participate in production meetings and maintain clear documentation of decisions, timelines, and responsibilities.
- Coordinate with production stage manager to create project schedules (tech and performance)

Cross-Departmental Collaboration

- Act as the central hub for communication between education, programming, production, marketing, development, finance and front of house.

- Support marketing and outreach efforts by providing accurate and timely program information.
- Assist with grant reporting and documentation as needed.

Education Department Support

- Review and manage artist contracts and process departmental invoices in coordination with administrative and finance teams.
- Schedule and oversee individual artist residencies, masterclasses and workshops at McCallum, in local schools and community organizations, ensuring smooth communication and logistical support.
- Provide general support to the Vice President of Education and other Education Department staff on a variety of programs and special projects as needed.
- Manage interns and volunteers as needed.

MINIMUM REQUIREMENTS

- 3–5 years of experience in program or production management within a performing arts or live event setting.
- Strong organizational and project management skills with the ability to manage multiple priorities.
- A curious mindset and flexibility to respond quickly and thoughtfully to unanticipated needs of complex projects.
- Excellent interpersonal and communication skills.
- Experience working with artists and creative teams.
- Proficiency in production scheduling tools and Microsoft Office/Google Workspace, and capacity to learn additional software programs as needed.
- Ability to work evenings and weekends as required by event schedules.
- Valid California driver's license and proof of current automobile insurance.

PREFERRED QUALIFICATIONS

- Knowledge of dance, emerging artists initiatives, community engagement projects and/or talent development programs.
- Bilingual (Spanish/English) 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 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.

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 with the subject line: Manager – Education Programs – [Your Name].