



## **JOB DESCRIPTION | COORDINATOR – Community Engagement & Marketing**

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**DEPARTMENT:** Marketing & Communications

**SALARY RANGE:** \$28.84 – \$31.25 per hour

**REPORTS TO:** Director – Community Engagement & Events

**FLSA Status:** Full-Time, Non-Exempt

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

### **JOB SUMMARY**

The Coordinator – Community Engagement & Marketing is a supporting member of the McCallum Theatre marketing and communication team, working under the direction of the Director – Community Engagement & Events to assist with the planning, coordination, and execution of fundraising, stewardship, cultivation, and community events. This role is responsible for key administrative and logistical functions that ensure the smooth operation of events and marketing projects, including invoice tracking and processing, vendor coordination, project management tracking and on-site event support.

### **ESSENTIAL RESPONSIBILITIES**

#### **Administrative & Financial Support**

- Track, process, and submit all event-related Community Engagement and Marketing invoices; ensure timely submission within 30 days following each event.
- Maintain organized records of vendor contracts, payments, and event expenditures.
- Assist the Director – Community Engagement & Events in monitoring event budgets and flagging discrepancies to the Director – Community Engagement & Events and Finance team.
- Support data entry and reporting in systems such as Tessitura, Elite, and Smartsheet.

#### **Event Planning & Logistics Support**

- Assist the Director – Community Engagement & Events in the planning and execution of Development events including the Annual Gala, Founders Welcome Back Reception, Leadership Salons, Dance Visionary Salons, and Season Preview Events.
- Support coordination of McCallum Theatre community events, including Open Call Talent Project, Palm Desert Choreography Festival, Veterans Day events, Jazz Festival, Mexican Heritage Month, cabaret and cast parties, and Board of Trustees events.
- Help develop and maintain timelines, run-of-show documents, and production schedules under the guidance of the Director – Community Engagement & Events.
- Coordinate with vendors, suppliers, and venues as directed; assist in vetting new vendors and maintaining existing relationships.
- Support the Director – Community Engagement & Events as a liaison with Back of House, Production, and Front-of-House teams to ensure logistics alignment.

## **Volunteer & On-Site Support**

- Assist in coordinating and managing volunteers for events, ensuring a positive experience for all participants.
- Provide on-site support during events, including setup, breakdown, and guest assistance.
- Serve as a point of contact for event-day needs, escalating issues to the Director – Community Engagement & Events as appropriate.

## **Communications & Collateral**

- Assist in the preparation of event collateral in coordination with the Director – Community Engagement & Event and Marketing.
- Maintain event and email calendars and communicate updates to relevant internal stakeholders.

## **Post-Event Activities**

- Assist in post-event evaluations, including compiling attendance data and engagement metrics for review by the Director – Community Engagement & Events.
- Support the documentation of lessons learned and recommendations for continuous improvement.

## **Project Management Support**

- Maintain and manage the Smartsheet Creative Production Schedule to ensure all projects are progressing in a timely manner. Notify project leads when projects are falling behind schedule and new project requests are complete.

## **MINIMUM REQUIREMENTS**

### **Education:**

- Associate's or Bachelor's degree, or equivalent combination of education and experience.

### **Experience:**

- Minimum of 2–3 years of relevant experience in event coordination, administrative support, or a related field.
- Experience in a non-profit or performing arts environment preferred.

### **Technical Skills:**

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Experience with Tessitura, Smartsheet, Canva, or Financial Edge preferred.

### **Soft Skills:**

- Strong organizational skills with high attention to detail and accuracy.
- Excellent written and verbal communication skills.
- Ability to manage multiple tasks and deadlines in a fast-paced environment.
- Collaborative team player with the ability to take direction and work independently when needed.
- Professional demeanor with strong customer service orientation toward donors, patrons, and guests.

**Physical Abilities:**

- Ability to lift to 10 lbs.
- Ability to stand or sit for extended periods.
- Ability to interact and communicate with patrons and donors

**Language Proficiency:**

- Fluent in English (verbal and written)

**Work Schedule:**

- Must be available to work evenings, weekends, and holidays as needed.
- Flexibility to work varied or rotating schedules.

**Specific Knowledge:**

- Understanding of non-profit fundraising principles.
- Basic understanding of accounts payable and invoice processing preferred.

**WORK ENVIRONMENT**

This position operates within a professional, non-profit performing arts theatre and its surrounding exterior grounds. The work environment includes indoor spaces such as the theatre, lobby, and backstage areas, as well as occasional outdoor spaces on facility grounds.

**PHYSICAL REQUIREMENTS** The physical demands described below are representative of those required to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform these functions.

N=Never Not present

O=Occasionally: Occurs 1/3 of time

F=Frequently: Occurs 1/3-2/3 of time

C=Constantly: Occurs 2/3 or more

| Physical Demands        | N | O | F | C | Comments |
|-------------------------|---|---|---|---|----------|
| Sitting                 |   |   |   | x |          |
| Walking                 |   | x |   |   |          |
| Climbing/Balancing      |   | x |   |   |          |
| Stooping/Twisting       |   | x |   |   |          |
| Kneeling                |   | x |   |   |          |
| Squatting               |   | x |   |   |          |
| Crawling                |   | x |   |   |          |
| Push/Pull               |   | x |   |   |          |
| Reaching                |   | x |   |   |          |
| Gripping                |   | x |   |   |          |
| Keyboarding             |   |   |   | x |          |
| Pinching                | x |   |   |   |          |
| Neck rotation/extension |   | x |   |   |          |
| Foot use                |   |   |   | x |          |

| Visual acuity                               |     |    |   | x |                             |
|---------------------------------------------|-----|----|---|---|-----------------------------|
| Lift/Carry Weight Range                     | N   | O  | F | C | Comments                    |
| Up to 10 lbs.                               |     | x  |   |   |                             |
| 11–25 lbs.                                  | x   |    |   |   |                             |
| 26–50 lbs.                                  | x   |    |   |   |                             |
| 51–75 lbs.                                  | x   |    |   |   |                             |
| 75–100 lbs.                                 | x   |    |   |   |                             |
| Over 100 lbs.                               | x   |    |   |   |                             |
| Environmental Conditions                    | Yes | NO |   |   | Comments                    |
| Uneven ground                               | x   |    |   |   | Walking around the building |
| Exposure to dust/fumes                      |     | x  |   |   |                             |
| Excessive noise                             | x   |    |   |   | Office Noise                |
| Exposure to Biohazards                      |     | x  |   |   |                             |
| Extreme temperatures                        |     | x  |   |   |                             |
| Exposure to hazards                         |     | x  |   |   |                             |
| Working at heights                          |     | x  |   |   |                             |
| Working with machinery                      |     | x  |   |   |                             |
| Exposure to noise (>90 db in 8 hrs per day) |     | x  |   |   |                             |

## Physical Demands Definitions

**Physical Demands** Specific physical activities required to perform a job as defined in the position description.

**Essential Functions** Fundamental job duties of the position as defined by the Americans with Disabilities Act (ADA).

## Specific Physical Demands

|                  |                                                                                                                                                              |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sitting</b>   | Remaining in a seated position.                                                                                                                              |
| <b>Standing</b>  | Remaining on one's feet in an upright position at workstation without moving about. Note type of surface                                                     |
| <b>Walking</b>   | Moving about on one's feet. Note type of surface/irregularities                                                                                              |
| <b>Climbing</b>  | Ascending or descending ladders, stairs, scaffolding, ramps, etc., using feet and legs, or hands and arms. Note in terms of steepness, height, surface type. |
| <b>Balancing</b> | Maintaining body equilibrium to prevent falling.                                                                                                             |
| <b>Stooping</b>  | Bending downward and forward by bending spine at the waist, requiring full use of lower extremities and back muscles.                                        |
| <b>Twisting</b>  | Includes lateral rotation of the trunk and spine.                                                                                                            |
| <b>Kneeling</b>  | Bending legs at knees to come to rest on knee or knees.                                                                                                      |
| <b>Squatting</b> | Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.                               |

|                  |                                                                                                                                                                                 |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Crawling</b>  | Moving about on hands and knees or hands and feet. Note surface type, distance,                                                                                                 |
| <b>Push/Pull</b> | Exerting force upon an object so that the object moves away or toward the force.                                                                                                |
| <b>Reaching</b>  | Extending hand(s) and arm(s) in any direction, such as overhead, below waist, forward or lateral.                                                                               |
| <b>Gripping</b>  | Seizing, holding, grasping, turning, or otherwise working with hands. Fingers involved only to extent that they are an extension of hand, Includes dimple or forceful grasping. |
| <b>Pinching</b>  | Picking, pinching or otherwise working primarily with fingers rather than the whole hand.                                                                                       |
| <b>Keyboard</b>  | Repetitive finger motion to press keys.                                                                                                                                         |
| <b>Neck</b>      | Forward flexion, extension or lateral rotation of the head and neck.                                                                                                            |
| <b>Rotation</b>  |                                                                                                                                                                                 |
| <b>Foot Use</b>  | Repetitive or prolonged movement of the foot and ankle.                                                                                                                         |
| <b>Visual</b>    | Near-Visual acuity with clarity at 20 inches or less                                                                                                                            |
| <b>Acuity</b>    | Far-Visual acuity with clarity at 20 feet or more                                                                                                                               |
| <b>Lifting</b>   | Raising or lowering an object from one level to another-includes upward pulling.                                                                                                |
| <b>Carrying</b>  | Transporting an object, usually held in the hands/arms or on shoulders.                                                                                                         |
| <b>Noise</b>     | Exposure to noise levels greater than 90 dB per eight (8) hour workday as per OSHA requirements.                                                                                |

## **WORK AUTHORIZATION/SECURITY CLEARANCE**

- Proof of eligibility to work in the United States.
- Criminal and Civil background checks will be performed.
- McCallum Theatre is an Equal Opportunity Employer and Drug-Free Workplace.

## **AAP/EEO Statement**

McCallum Theatre provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any kind without regard to race, color, religion, age, sex, national origin, disability status, genetic information, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local law.

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**

Located in Palm Desert, California, the McCallum Theatre is a renowned non-profit performing arts theater dedicated to enriching the cultural life of the community through a diverse program of world-class entertainment, arts education, and community engagement.

Our mission is to provide a world-class platform for artists while enhancing cultural experiences for our patrons and supporting our local community.

To learn more, visit [www.McCallumTheatre.org](http://www.McCallumTheatre.org).

## **ABOUT PALM DESERT, CALIFORNIA.**

The City of Palm Desert was incorporated in 1973 and is home to 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, Palm Desert is approximately 125 miles east of Los Angeles and 15 miles east of Palm Springs.

Key industries include hospitality, tourism, service, and retail.

A major center of growth in the Palm Springs area, Palm Desert is a popular seasonal retreat for "snowbirds" from colder climates across the United States and Canada, increasing its population by an estimated 31,000 residents each winter. Recently, Palm Desert has seen an increase in residents becoming "full-timers", mainly from the coasts and urban centers of California, who have come for affordable yet 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) with the subject line: Coordinator – Community Engagement & Marketing – [Your Name].