JOB DESCRIPTION | HR GENERALIST

REPORTS TO: Vice President of Finance and Human Resources
FLSA: Full-Time, Hourly
SALARY RANGE: $33 per hour
LOCATION: Palm Desert, CA (on-site)

JOB SUMMARY

The McCallum Theatre is seeking a talented, highly motivated and experienced HR Generalist to support payroll processing, employee relations, benefits administration, recruitment, onboarding, compliance, and HR record management. This role helps ensure the theatre's operations run smoothly and align with organizational policies, employment laws, and the organization's mission. In a creative, collaborative, and service-oriented environment, the HR Generalist serves as a trusted resource to employees, managers, and leadership.

ESSENTIAL RESPONSIBILITIES

- Maintain employee records and HR files with accuracy, confidentiality, and attention to compliance requirements.
- Administer employee benefits programs, including enrollment, changes, terminations, and issue resolution, in coordination with vendors and carriers.
- Support recruitment efforts for administrative, artistic, technical, production, and front-of-house positions by posting jobs, screening applicants, scheduling interviews, and coordinating onboarding.
- Assist with onboarding and orientation to ensure new employees understand policies, workplace expectations, and organizational culture.
- Respond to employee inquiries regarding payroll, benefits, leave, policies, and general HR matters in a professional and timely manner.
- Support employee relations by assisting with concerns, documentation, investigations, and resolution efforts as directed.
- Monitor compliance with federal, state, and local employment laws, as well as nonprofit workplace requirements and internal policies.
- Conduct or coordinate employee training sessions on HR policies, workplace conduct, safety, compliance, and organizational procedures.

- Assist with performance management processes, including review scheduling, documentation, and manager follow-up.
- Generate HR reports and maintain records related to payroll, staffing, turnover, benefits, leave, and compliance.
- Support leave administration, including tracking time off, coordinating documentation, and assisting with FMLA and other leave processes as applicable.
- Help administer seasonal hiring and offboarding processes in support of production cycles, performance seasons, and special events.
- Coordinate employment documentation for interns, volunteers, contractors, and other temporary workforce roles as applicable.
- Participate in updates to HR policies, employee handbook materials, and internal communications.
- Assist with workplace engagement initiatives that support staff morale, retention, and organizational culture in a mission-driven arts environment.
- Provide support for special HR projects and organizational initiatives as assigned.

MINIMUM REQUIREMENTS

- Minimum of 2 years of experience in human resources, including payroll processing and general HR support.
- Experience in a nonprofit, arts, or theatre environment preferred.
- Experience with HRIS, payroll systems, and benefits administration preferred.
- Strong organizational, communication, and interpersonal skills.
- Ability to handle sensitive and confidential information with discretion.
- Working knowledge of employment law, HR practices, and payroll administration.
- Strong attention to detail and accuracy.
- Ability to manage multiple priorities in a dynamic environment with competing deadlines.
- Professional judgment and the ability to work effectively with staff, leadership, artists, and production personnel.

- Comfortable working in a collaborative, fast-paced nonprofit environment.

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, backstage areas, and occasionally outdoor spaces like the facility grounds. The role requires flexibility to work during theatre events, including evenings, weekends, and holidays, as necessary.

PHYSICAL REQUIRMENTS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

N=Never Not present F=Frequently: Occurs 1/3-2/3 of time
O=Occasionally: Occurs 1/3 of time C=Constantly: Occurs 2/3 or more

Physical	N	O	F	C		Comments
Sitting				X		
Walking			X			
Climbing/		X				
Stooping/Twisting		X				Waist/Neck/Shoulders
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						**Comments**
Up to 10 lbs		**X**				
11 to 25 lbs	**X**					
26 to 50 lbs	**X**					
51 to 75 lbs	**X**					
75 to100 lbs	**X**					
Over 100 lbs	**X**					
Environmental Conditions	**Y**	**N**		**Y**	**N**	**Comments**
Uneven ground		**X**	Exposure to dust/	**X**		
Excessive noise		**X**	Exposure to	**X**		
Extreme temperatures		**X**	Exposure to	**X**		
Working at heights		**X**	Working w/	**X**		Interactive Exhibits
Exposure to noise (> 90 dbe 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

Sitting	Remaining in a seated position.
Standing	Remaining on one's feet in an upright position at workstation without moving about. Not type of surface
Walking	Moving about on one's feet. Note type of surface/irregularities
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, etc., using feet and legs, or hands and arms. Note in terms of steepness, height, surface type.
Balancing	Maintaining body equilibrium to prevent falling.

Stooping	Bending downward and forward by bending spine at the waist, requiring full use of lower extremities and back muscles.
Twisting	Includes lateral rotation of the trunk and spine.
Kneeling	Bending legs at knees to come to rest on knee or knees.
Squatting	Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.
Crawling	Moving about on hands and knees or hands and feet. Note surface type, distance,
Push/Pull	Exerting force upon an object so that the object moves away or toward the force.
Reaching	Extending hand(s) and arm(s) in any direction, such as overhead, below waist, forward or lateral.
Gripping	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.
Pinching	Picking, pinching or otherwise working primarily with fingers rather than the whole hand.
Keyboard:	Repetitive finger motion to press keys.
Neck Rotation	Forward flexion, extension or lateral rotation of the head and neck.
Foot Use	Repetitive or prolonged movement of the foot and ankle.
Visual Acuity	Near-Visual acuity with clarity at 20 inches or less Far-Visual acuity with clarity at 20 feet or more
Lifting	Raising or lowering an object from one level to another-includes upward pulling.
Carrying	Transporting an object, usually holding in the hands/arms or on shoulders.
Noise	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, Civil background check will be performed
An equal opportunity employer/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 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

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.

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 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 hr@mccallum-theatre.org with the subject line: HR Generalist – [Your Name].