



Administrative Coordinator

Job Description

Type: Part-Time (18–20 hrs/wk)

Pay: \$25–30/hr, based on experience

Schedule: Anticipated Tuesday, Thursday, Friday, Saturday (evening and weekend flexibility required for special events)

Location: Joshua Tree, California

Start Date: August 1, 2025

ABOUT THE OPPORTUNITY

The Administrative Coordinator plays a central role in ensuring the smooth internal operations of High Desert Test Sites and A-Z West. This detail-oriented, proactive team member oversees essential financial, office, and visitor-facing functions that support staff, artists, and the public. The ideal candidate balances back-of-house administrative work with front-of-house tasks, engaging with and aiding staff members, artists-in-residents, and visitors to our sites.

As is often the case in small nonprofit arts organizations, the nature of the work may occasionally extend beyond the formal scope of this role; a successful candidate will approach these moments with flexibility, initiative, and a collaborative spirit, recognizing that adaptability is essential to our collective success.

This position is being cross listed with a part-time Programs + Events Coordinator position. Candidates interested in applying to both positions are encouraged to specify whether they want to be considered for a combined role at 32 hrs/wk, with 60% focus on administrative coordination and 40% focus on program and events coordination.

RESPONSIBILITIES

The scope of this role includes but is not limited to the following:

Office and Site Administration

- Maintain the organizational master calendar; communicate regularly with HDT S staff regarding calendar updates.
- Schedule meetings, appointments, and events for Executive Director, Board, and staff.
- Manage digital and physical files, protocols, and document archives.
- Track and manage calendar of annual renewals for all organizational licenses, permits, and insurance policies (e.g., business registration, liability insurance, Airbnb short-term rental permits, sales tax, Workers' Comp).

- Assist Executive Director with administrative support for nonprofit Board activities, including preparing reports and maintaining records of minutes.
- Manage booking for short-term rentals/overnight accommodations for residents and guests.
- Maintain clean and orderly shared spaces, specifically the office, studio, and studio store.
- With the Caretaker, coordinate maintenance needs of 80-acre property and prioritize tasks of the Work-Trade residents.
- Order supplies for office and studio.
- Oversee the Ceramics Studio Coordinator and Weaving Studio Manager; assist these roles with tracking inventory, sales of A-Z West Works, and purchasing supplies when necessary.

Financial Administration

- With Executive Director, input and track monthly income and expenses for budget reporting.
- Aggregating revenues and information across multiple platforms including but not limited to Squarespace, Square, Stripe, and QuickBooks Online.
- Process receipts, invoices, expense reports, reimbursements, and contractor payments.
- Process and track donors and donations (using Airtable) and assist the Executive Director in donor recognition.
- Prepare and submit necessary documentation for annual state and federal nonprofit filings, including working with tax preparers and legal advisors as needed.
- Oversee online orders, in-person store sales, and third-party transactions.
- Administer payroll.

Communications and Outreach

- Monitor and respond to general inquiries via email and voicemail about artist residencies, public tours, private visits, overnight accommodations, and press and interview requests.
- Greet and orient visitors, program attendees, and overnight guests to the site; monitor visitors' adherence to site policies.
- Ring up customers at the Studio Store and provide general visitor assistance.
- Lead public tours of the site.
- Contribute to content creation for newsletters, social media, and event announcements.
- Represent HDTS at partner events in the community to seed mutually beneficial relationships and collaborations.

WORKING CONDITIONS

This is an in-person position located in Joshua Tree, California, a rural town two hours east of Los Angeles. Joshua Tree is part of the Morongo Basin, a sprawling, economically diverse, and culturally and artistically rich area in the Mojave Desert. Applicants seeking remote work will not be considered.

WORK HOURS AND PAY

This position is part-time with 18–20 hours scheduled per week with hourly pay at \$25–30 per hour, based on experience. Anticipated work schedule will include Tuesday, Thursday, Friday, and Saturday. Flexibility to work extended hours for special events is essential.

QUALIFICATIONS

Candidates with a blend of administrative prowess, strong interpersonal skills, organizational management experience, and adaptability to the unique context of High Desert Test Sites would be

well-suited for this role.

Administrative Proficiency

- Demonstrated experience in handling office management and administrative tasks with minimal direction, including email and phone inquiries, scheduling, maintaining calendars, and organizing documents.
- Experience with software used in business settings: Microsoft Office; Google Workspace; Square; Squarespace; MailChimp; Airtable.
- Excellent organizational and time-management skills.
- Strong attention to detail and ability to maintain clean and orderly work areas.
- Ability to apply critical thinking and analysis towards problem identification and resolution and to exercise sound judgment.
- Ability to track inventory, sales, and purchasing supplies for operational needs.

Communication and Customer Service Skills

- Excellent interpersonal skills to greet and welcome visitors professionally and provide support with a friendly and approachable demeanor.
- Ability to collaborate with a team, including effectively organizing and communicating using clear and friendly written, verbal, and active listening skills.
- Ability to lead public tours and represent the organization positively at community events.

Financial Administration

- Familiarity with financial processes such as budgeting, invoicing, expense tracking, and payroll management.
- Proficiency in utilizing software platforms like QuickBooks Online, Squarespace, Square, and Stripe for financial tasks.

Flexibility and Adaptability

- Comfortable balancing simultaneous responsibilities and shifting priorities.
- Strong attention to detail and independent follow-through.
- Must be flexible and able to deal calmly and effectively with shifting priorities.
- Willingness to work in a dynamic, ever-evolving environment with fluid schedules and occasional extended hours for special events.
- Ability to work independently with considerable discretion while also collaborating closely with the Executive Director and other team members.
- Possess a high degree of tact, initiative, and the ability to interact with various personality traits and maintain a professional demeanor with both staff and visitors alike.
- A positive attitude; is responsible, flexible, punctual, and able to work well under pressure.

Location Requirement

- Must be comfortable with rural, desert working and living.
- Must be based in or willing to relocate to Joshua Tree, CA. Applicants seeking remote work will not be considered.

Additional Preferred Skills

- Bachelor's degree in arts administration, business, communications, or related field.
- Experience working professionally with artist residency programs, nonprofit boards, cultural organizations, experimental environments, and/or with artists.
- Experience managing facilities or properties, including coordinating maintenance tasks and overseeing short-term rentals.
- Experience in public relations, social media management, and newsletter content creation.
- Fluency in a language other than English is a plus.
- Knowledge of ceramics and/or weaving is a plus.

HOW TO APPLY

To apply, please send a letter detailing skills and applicable experiences, a resume, and contact information for 3 references to info@hdts.site.

Interviews start June 30, 2025, and will continue until the position is filled.

ABOUT HIGH DESERT TEST SITES

High Desert Test Sites (HDTS) is a nonprofit arts organization based in Joshua Tree, California, dedicated to platforming contemporary art experiments that encourage us to step outside of everyday life and imagine new possibilities. As steward of A-Z West—Andrea Zittel's 80-acre artwork and compound—HDTS maintains the site's grounds and artworks while facilitating artist residencies, exhibitions, workshops, lectures, educational outreach, and preservation efforts. Since its inception, A-Z West has served as an evolving testing ground for new ways of living—where spaces, objects, and daily routines are intertwined in an ongoing exploration of what it means to exist and participate in contemporary culture.

Over the past two decades, HDTS has brought together more than 500 artists from around the world, hosted 12 expansive site-specific programs, and presented 25 solo projects that engage the desert landscape and its communities. Ever-evolving, HDTS thrives on fluidity and experimentation, embracing the deep interconnectedness of art, life, and the environment.

Learn more at hdts.site and archive.hdts.site.