



Coordinator, Advancement Services

As L.A.'s premiere performing arts destination, The Music Center convenes artists, communities, and ideas with the goal of deepening the cultural lives of every resident in Los Angeles County. The \$70 million non-profit performing arts organization has three divisions: TMC Arts, TMC Ops and TMC Business Services. TMC Arts, The Music Center's programming engine, provides year-round programming inside The Music Center's four theatres, which include Walt Disney Concert Hall, Dorothy Chandler Pavilion, Ahmanson Theatre and Mark Taper Forum; on Jerry Moss Plaza; outside at Gloria Molina Grand Park, a 12-acre adjacent green space; in schools and neighborhoods all over Los Angeles County; and on a digital platform called The Music Center Offstage. TMC Arts presents world-class dance with Glorja Kaufman Presents Dance at The Music Center, free and low-cost public concerts and events, as well as K–12 arts learning programs, workshops, performances, interactive experiences and special events. TMC Ops manages the theatres, the plaza and Grand Park, which comprise \$2 billion in county assets, on behalf of the County of Los Angeles. TMC Business Services includes Advancement, Human Resources, Finance, Tech Services, and Marketing and Communications. The Music Center is also home to four renowned resident companies—Center Theatre Group, Los Angeles Master Chorale, LA Opera and LA Phil.

Position Summary:

Reporting to the Senior Director, Advancement Services, the Coordinator, Advancement Services will support all areas of Advancement Services. They will be responsible for overseeing the day-to-day functions and maintenance of the Advancement office. This role will also provide administrative support to the Senior Director.

Key Responsibilities:

- Provide support with gift and data entry, prospect research, and financial tracking as needed.
- Provide administrative support to the Senior Director, including calendaring and expense reporting.
- Facilitate Advancement Services team meetings, including scheduling and generating agendas.
- Distribute donor acknowledgements with the guidance of the Manager, Gift Administration.
- Manage the Advancement digital and paper files, including training new staff on filing protocols.
- Cross-train in all areas of Advancement Services.



- Facilitate departmental onboarding and offboarding, including creating new hire materials, workspace setup, nametag and business card orders, and scheduling introductory meetings.
- Manage departmental phone lines in collaboration with other department coordinators
- Order office supplies and equipment, including ensuring that shared printers are loaded with paper and toner, branded stationery and stamps are available; order kitchen supplies and request maintenance for appliances as needed.
- Oversee departmental phone assignments, working with Technology Services on office moves, staff changes, adding new lines, and resolving issues.
- In collaboration with Technology Services, ensure that staff devices and accessories and shared printers and devices are ordered and maintained.
- Liaise with Building Services for maintenance, office moves, furniture orders, and any work requests fulfilled by that department.
- Oversee departmental parking validation for Advancement guests.
- Staff departmental special events as needed.
- Special projects as assigned.

Qualifications:

- One to three years experience, nonprofit experience preferred.
- Bachelor's degree.
- Possess intermediate computer skills with the ability to learn and effectively use new software programs; expertise in Microsoft products such as Excel, Word, Teams, and Outlook.
- Detail oriented individual.
- Experience working with a constituent relational management database (Tessitura) a plus.
- Demonstrated ability to meet deadlines, prioritize and organize multiple projects.
- Excellent communication skills, both written and verbal, including presenting information in various formats.
- Discretion with confidential and sensitive information, including with handling of donor and prospect data.
- Experience with activities requiring customer service.
- Ability to work both collaboratively and independently.

Vaccination Policy: The Music Center requires its employees to be vaccinated against COVID-19, subject to certain exemptions as required by law. New hires working at The Music Center must be fully vaccinated against COVID-19, receiving either the primary 2-dose or 1-dose vaccine. At the Music Center, fully vaccinated is defined as 14 days after receiving the second dose of the 2-dose vaccine (Pfizer or Moderna) or 14 days after receiving the 1-dose vaccine



(J&J). Please contact The Music Center's Human Resources Department for a copy of the vaccination policy.

Pay Range: \$24.50/hour - \$26.50/hour. This is a full-time, non-exempt position. The weekly administrative schedule is 35 hours per week, approximately 9 am – 5 pm Monday to Friday, with adjustments to accommodate special events and activities. Currently, The Music Center practices a hybrid (remote with scheduled onsite team days) weekly schedule and work onsite/in person for live events, which may require on-site support. This scenario may change and is also subject to the responsibilities of the position.

Compensation package includes medical, dental and vision plans, group term life insurance, flexible spending accounts, sick and vacation accruals, and 401(k) plan with employer match.

To apply, please click [here](#).

Please submit a cover letter and resume. Incomplete submissions will not be considered.

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