Coordinator, Advancement

The Music Center is one of the largest and most highly regarded performing arts centers in the country. As L.A.’s premier 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 non-profit performing arts organization has two divisions: The Music Center Arts (TMC Arts) and The Music Center Operations (TMC Ops). TMC Arts, The Music Center’s programming engine, provides year-round programming inside The Music Center’s four theatres, on Jerry Moss Plaza, outside at Grand Park—a 12-acre adjacent green space—and in schools and other locations all over Los Angeles County. TMC Arts presents world-class dance with Glorya Kaufman Presents Dance at The Music Center, free and low-cost public concerts and events, as well as K–12 arts education programs. TMC Ops manages the theatres, the Plaza and Grand Park on behalf of the County of Los Angeles. The Music Center is also home to four renowned resident companies—Center Theatre Group, Los Angeles Master Chorale, LA Opera and LA Phil.

The Music Center has an opportunity for the role of Coordinator.

The Coordinator is a collaborative, proactive, detail-oriented and highly organized professional who provides essential support for major, principal and planned giving efforts in advancing fundraising priorities for The Music Center. The Advancement team recently completed a highly successful capital campaign to renovate The Music Center’s 50-year-old plaza and secured a $25 million gift providing the organization with a historic opportunity to expand the already significant impact on the communities we serve.

The Music Center seeks an individual who is passionate about arts, culture and civic engagement to join the Advancement team. The Coordinator provides administrative support to the Vice President of Advancement and communicates with team members across the Advancement department as well as with donors, board members and volunteers.

This position reports to the Vice President of Advancement and works closely with the Major Gifts Officer, Director of Planned Giving and Stewardship, and Director of Events and Special Projects.

**PRINCIPAL DUTIES AND RESPONSIBILITIES INCLUDE:**

- Provide administrative support for the Vice President in managing calendar, answering calls, tracking and coding expenses, record keeping, and other office related tasks. Track and monitor status of pending items and follow up as needed. Help prepare correspondence and presentations.
- Facilitate internal and external meeting logistics including scheduling of appointments, agenda and material preparation, conference call set up, audio/video set up, catering arrangements, parking, taking minutes, and coordinating meeting follow up.
- Assist frontline fundraisers with logistics for individual donor meetings and attendance at performances.
- Enter and track donor outreach and activity in Tessitura for frontline fundraisers to preserve key information and documents; and keep electronic and hard-copy records current and accurate.
• Provide support to the Director of Planned Giving and Stewardship for the Dorothy B. Chandler Legacy Society including coordination with Crescendo, maintaining webpages, and donor communications.
• Provide support to the Director of Events and Special Projects for Spotlight, galas and donor events including mailings, tracking RSVPs, coordinating vendor and artist contracts, assisting with logistics, and providing on-site support at events.
• Coordinate the department’s pages in dance issues of Performances magazine.
• Provide phone support for general department lines.
• Work closely with the Executive Assistant to the Senior Vice President to oversee department needs such as ordering supplies and maintaining office equipment.
• Other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:
• Two years professional nonprofit experience preferred.
• High school diploma required. Bachelor’s degree or equivalent experience preferred.
• Highly organized with strong ability to effectively prioritize projects with conflicting deadlines.
• Exceptional interpersonal and communication skills to interact effectively and diplomatically with donors and staff.
• Excellent communication skills, both written and verbal, including the ability to present information in a variety of formats.
• Discretion with confidential and sensitive information.
• Intermediate experience with Microsoft Word, Excel, Outlook, and PowerPoint required.
• Experience working with a relationship database (Tessitura) a plus.
• Must be highly dependable and maintain excellent attendance and punctuality.
• Work well under pressure and adapt to changing needs as identified by leadership.
• Ability to work both collaboratively and independently.
• Must be willing and able to work overtime and weekends as needed.

PLEASE NOTE: Currently the position is working remotely, however, a return to the office environment will be required when the Center reopens as per County and CDC guidelines.

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 no later than 60 days after hire and until they are fully vaccinated will be required to submit weekly proof of negative laboratory COVID-19 test and submit to additional masking and social distancing requirements. Please contact The Music Center’s Human Resources Department for a copy of the vaccination policy.

SALARY RANGE: is commensurate with experience this is a fulltime non-exempt hourly position; compensation package includes health and welfare benefits, paid vacation and sick days, 401(k) plan with employer contribution.

HOW TO APPLY:
To be fully considered for this position please email your cover letter, resume and salary expectation to jobs@musiccenter.org or fax to (213) 972-0721. Incomplete submissions will not be considered.

EQUAL OPPORTUNITY EMPLOYER