



Coordinator, Community Engagement

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: TMC Arts and TMC Ops. TMC Arts, The Music Center's programming engine, provides year-round programming inside The Music Center's four theatres, on The Music Center 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. For more information, visit musiccenter.org. Follow The Music Center on Facebook, Instagram and Twitter @MusicCenterLA.

The Music Center Arts (TMC Arts) Division's Community Engagement department has an immediate opening for a **Coordinator, Community Engagement**.

This is an entry-level position who will assist in the execution of all areas of programs and related activities as part of the Community Engagement team that is responsible for community-centered live and digital engagement programming (such as Active Arts, For The Love Of, D-DDTLA, Holiday Celebration, festivals), and others, as well as presentations (such as *Glorya Kaufman Presents Dance at The Music Center*).

The Coordinator will work under the general direction of and report to the Vice President, Community Engagement and will work closely with all internal departments including but not limited to: Producing/Production, Scheduling and Events, Accounting, Technology Services, Guest Services, Building Services, Security, Engineering, Housekeeping, Grand Park, on-site catering vendor, on-site parking vendor, and other internal departments and their staff; position maintains effective and on-going internal and external relationships (including vendors, volunteers and general public) and serves as the primary point-of-contact for the department. The successful candidate must maintain positive relationships with all levels of Music Center staff as well as key external individuals and organizations.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Meeting responsibilities include scheduling and calendaring, sending invitations, distributing agendas in advance, attending, scribing, summarizing, and distributing notes, following up and tracking items in-progress.
- Accounting-related responsibilities include track, accurately code, submit and file invoices, obtain appropriate authorizing signatures, and ensure timeliness of payments. Create and complete simple independent contractor agreements and corresponding payments.
- Live and digital program-related responsibilities include:

- Preparation set-up/take-down, monitor, supervise temporary staff, if needed, and assist event leads as assigned.
- Working with Assistant Manager, Community Relations to assist in volunteer program, including recruitment, orientations, training sessions, parking, hospitality, and overall implementation.
- Working with the Producing department, to assist in artist and company management including but not limited to handling international travel and local transport, hotel, meals, preparing and distributing welcome/hospitality packets, handling visa paperwork, security clearance, comp lists, and other duties as required.
- Working with fellow members of the Community Engagement team to assist with external partnerships, including: Identify, evaluate, communicate, systematically organize, and overall implementation.

Administrative responsibilities include:

- event registrations, online database, data entry/input, extraction and simple report; timely reporting to external agencies such as BMI, ASCAP, Cultural Data Project, and others.
- Handle inquiries from patrons and the public and timely response to general inquiries via email, telephone, in-person, and/or other.
- General clerical duties and support as needed.

QUALIFICATIONS, EDUCATION, EXPERIENCE AND QUALIFICATIONS:

- Bachelors' Degree (B.A.) from a four-year college or university in the performing arts field, required – please specify discipline.
- Two to three years minimum related experience and/or training; or equivalent combination of education and experience.
- Demonstrated knowledge of and experience in the Los Angeles arts and cultural sector, required, including possessing demonstrate cultural sensitivity and competency.
- Strong project management; must be accurate; meet all deadlines although some may have competing deadlines; excellent follow-through.
- Mature learner with a high level of emotion intelligence, in order to effectively navigate within a fast-paced environment.
- Must be an approachable people person with strong communication – both verbal and written – skills.
- Comfortable working with data.
- Proficient in technology and technology-based communications, skilled in computer use: Word, Excel, PowerPoint, Access, and Outlook, required.
- Bi-lingual English and Spanish, helpful.

- Must be able to work flexible schedule to include working evenings, weekends, and holidays.
- Physical requirements include ability to lift and move unassisted up to 40 pounds; including the ability to standing/walking for extended periods of time.
- Must have a reliable source of transportation.

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.

SALARY RANGE: \$36,000 to \$40,000, commensurate with experience; this is a non-exempt position.

HOW TO APPLY: To be fully considered please submit a cover letter, resume, and salary expectation to: Fax (213) 972-8029 or Jobs@musiccenter.org by **April 12, 2021**.

Equal Opportunity Employer