Production Manager, Grand Park

The Music Center of Los Angeles County is seeking an experienced highly resourceful team player and cultural arts production professional with strong project leadership skills to join the Grand Park team, part of the TMC Arts division of The Music Center. In this role, they will help achieve The Music Center’s mission of deepening the cultural life of every Angeleno and further Grand Park’s vital role as L.A.’s Park for Everyone.

Grand Park, programmed and operated by The Music Center, is a beautiful 12-acre public space that adds spirit and vitality to Downtown Los Angeles. The park stretches from The Music Center on the west to City Hall on the east. Opened in July 2012, the park celebrates, honors and reflects the breadth and depth of cultural life of Los Angeles County. Through its green oasis and its arts-based practice, Grand Park supports the wellbeing of Los Angeles.

Grand Park presents free year-round digital and in-person programming including fitness/wellness programs (under 100 people), weekly lunchtime food trucks, theatrical and dance presentations, site-specific performances, music events, holiday celebrations, video and art installations, and mid-size (500-5,000 attendees) and large scale (50,000-75,000 attendees) events with multiple stages, pyrotechnics/fireworks, and large-scale projection. Currently, event programming is ramping back up following a 14-month pause on live programs due to COVID19 with a likely 2021-2022 calendar of 15-20 mid-sized events, 2-3 large scale events, 1-2 co-productions with other Music Center Arts departments, and year-round small-scale programs such as weekly yoga classes and food trucks. Some live programs will have a corresponding live stream and/or other digital companion program.

The Music Center is one of the largest and most highly regarded performing arts centers in the country and convenes artists, communities and ideas with the goal of deepening the cultural lives of every resident of 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 Jerry Moss Plaza, in Grand Park, in schools and other locations all over Los Angeles County and on a digital platform called The Music Center Offstage. 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.

Reporting directly to the director, the production manager leads the Grand Park team’s project execution for all Grand Park events and programs including digital programs/program components. The Production Manager joins the Grand Park department of the Music Center working most closely with Grand Park’s Operations, Marketing, Programming and Business Management teams. The Production Manager also works with other Music Center departments such as Arts Producing, Operations Production, Security, and Scheduling and Events on specific projects. The Production Manager hires and supervises part-time production support staff ranging from administrative support to freelance production assistants who carry out more crew duties in addition to vendors and vendor teams.

All live programs at Grand Park take place in the park itself. The Production Manager is responsible for transforming this open public green space (with power and fiber infrastructure) into an event production site with both in-house inventory and rented equipment.
**DUTIES AND RESPONSIBILITIES INCLUDE:**
The Production Manager is responsible for taking programming curated by the Grand Park Programming Manager and translating it into beautiful, safe event experiences. The Production Manager leads the Grand Park team through the event execution phase of the collaborative production and project management process from planning and production budgeting through timeline management, vendor and staff sourcing, onsite execution, etc. The Production Manager does this by bringing fresh ideas and production experience to the team as well as through engaging with cutting-edge vendors and production partners. While live event execution and its ancillary support is 80% of the role, 20% of Grand Park programs take place online. The Production Manager leads execution on digital programs following the curatorial/ideation phase. The Production Manager leads on digital project management, team hiring, editing supervision as needed, and multi-platform distribution. The Production Manager oversees an annual production and events operations (in collaboration with Grand Park Operations Manager) budget of approximately $1 million. The Production Manager collaborates with the TMC Arts Producing Department on TMC Arts event co-presentations. The Production Manager does not hold any responsibility for Lease Events and third-party filming at Grand Park other than in an occasional advisory capacity to support the Grand Park Lease Events and Filming Coordinator.

**Production/Project Management**
- Strategically lead and oversee all production aspects of Grand Park events and digital programs, translating programming into dynamic event design.
- Leads event execution process following programming planning phase (making project timelines, staffing workflows, chairing production meetings, delivering notes and reports) for all Grand Park programs.
- Ideates and innovates processes for production and event management in order to streamline all Grand Park program efforts and support partners and colleagues executing several workflows for events, including pre-production logistics planning, production schedules, onsite execution, as well as post-event wrap up, post-mortem/analysis, and documentation.
- Communicates and collaborates with internal cross functional teams and stakeholders to drive alignment and execution of event deliverables.
- Delivers production elements for events at the highest quality on budget, tailoring production and operations expense as needed.
- Leads production of Grand Park digital initiatives including digital production, digital distributions and digital archiving.
- Contributes to creative ideation of Grand Park programs.
- Collaborates with the TMC Arts Producing Department on production coordination and site support for event co-presentations.
- Creates event layouts, production schedules, vendor timelines, vendor on-boarding docs, etc.
- Collaborates with Grand Park Operations Manager and Covid compliance officer to: ensure that events comply with all regulatory permitting (LAFD, building and safety, health dept, street closure, fireworks, etc.) and codes and follow all public safety orders.

**Staff/Vendors**
- Leads and supervises all recruitment and hiring of part time production assistants (primary technical crew for Grand Park as well as administrative support for Production). Provides mentorship and learning opportunities to part time staff when possible.
- Procures top line and cutting-edge production subcontractors, production vendors, and production staffing for events (i.e., staging, seating, food services, etc.)

**Partnerships**
• Collaborates in project management, resource and information sharing and inventory with The Music Center Producing and Production departments.
• Communicates, coordinates, and collaborates with internal and external partners, including Los Angeles County, and diverse event presenting partners drawn from across the spectrum of arts and culture organizations in Los Angeles.
• Oversees grand park’s production inventory stored in the park’s onsite storage facilities, including ongoing maintenance and quality control as well as new inventory acquisition. This includes overseeing Grand Park fiber and A/V technology. Production Manager supervises regular QC as well as storage, usage and tracking procedures.
• Oversees digital archiving of Grand Park content for future use and access.
• Works closely with the larger Grand Park team to support all park endeavors as needed.
• Performs other duties as required in the scope of the job as designated by the director.
resourcefulness in setting priorities and partnering with a dynamic and small team.

- Must be able to work in different work environments to include office as well as work outside exposed to prevailing weather conditions for special events.

This is a full-time non-exempt hourly position. Weekly administrative schedule is 35 hours/per week. Standard hours are approximately 9-5 M-F with adjustments to accommodate event production needs. Most events are nights and weekends. As an hourly position, this role is eligible for overtime pay. Compensation package includes medical, dental and vision health plans, welfare insurance benefits, 401k plan, generous vacation and sick days.

**SALARY RANGE:** Salary range is $55,000-$65,000 plus overtime.

**HOW TO APPLY:**
To be fully considered please submit a cover letter, resume, references to jobs@musiccenter.org by May 21, 2021.

**EQUAL OPPORTUNITY EMPLOYER**