Production Project Manager

The Music Center 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 throughout the campus including The Music Center’s four theatres, Jerry Moss Plaza, Grand Park, and in schools and other locations all over Los Angeles County. TMC Ops manages and maintains the infrastructure and systems that serve the theatres, Jerry Moss 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, Los Angeles County’s premier performing arts center, is seeking an experienced, highly resourceful team player and production professional with strong project leadership skills to join the TMC (The Music Center) Ops Production team. This individual helps facilitate and execute capital improvement projects, theatrical system maintenance and repairs, and productions.

Reporting directly to The Music Center’s Director of Production, the Production Project Manager leads project execution for all Music Center production projects, in support of The Music Center’s core values. The Production Project Manager works most closely with other departments within TMC Ops (Engineering, Security, Scheduling and Events) as well as with TMC Arts Producing and outside vendors to accomplish the goals of a project and address the needs of all stakeholders involved with a production or event.

**DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

**Responsibilities:**
The Production Project Manager is responsible for overall projecting planning; creating estimates and budgets; developing and managing project timelines with vendors, crew and scheduling departments; and supervising onsite execution on time and on budget. In this role, the Production Project Manager is expected to offer both their experience and new thinking to the team and engage with the most appropriate vendors and production partners for each project.

**Production Project Management:**
Accountable for all assigned production projects. Leads both the planning and implementation of all assigned production projects including the creation of project timelines, budgeting and estimating, staffing workflows, chairing production meetings, and delivering notes and reports.

Recommends, develops, and implements processes for production and event management to streamline all efforts and support partners and colleagues, executing several workflows including pre-project logistics planning, production scheduling, onsite execution, as well as post-project wrap up, post-mortem/analysis, and institutional documentation. Communicates and collaborates with internal cross-functional teams and stakeholders to drive alignment and execution of project deliverables.
• Communicates and coordinates project expectations and conditions of satisfaction with all project stakeholders.
• Collaborates with the TMC Arts Producing Department on production coordination and site support for co-presentations by sharing information, communicating production schedules, and coordinating event needs and expectations.
• Creates event layouts, production schedules, vendor timelines, vendor on-boarding docs, etc.
• Collaborates with TMC Ops management and Safety and Security/COVID Compliance Officer to ensure that events comply with all regulatory permitting (LAFD, Building and Safety, Los Angeles County Department of Public Health, etc.)
• Delivers production elements at the highest quality, delivering productions on budget and tailoring production and operations expenses as needed; codes and follows all public safety orders and ADA specifications.

Vendors\Suppliers

• Procures top-line production subcontractors, production vendors and production staffing for projects (e.g., video, lighting, audio)
• Maintains established vendor relationships, schedules and coordinates vendors and contractors with all stakeholders.

Partnerships

• Collaborates in project management, resource and information sharing and inventory with The Music Center Producing and Resident Company 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.

Other

• Oversees The Music Center’s production inventory including ongoing maintenance of existing systems as well as new inventory acquisition. This includes overseeing all theatrical systems across all venues on The Music Center campus.
• Performs other duties as required in the scope of the job as designated by the director.

QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

The Music Center is seeking an accomplished Project Production Manager with a minimum of 10 years of demonstrated experience and minimum of three years of live event production management experience. The ideal candidate will have a proven aptitude to lead complex projects and events working with diverse teams. This person will be an excellent communicator and team player, knowing how to lead projects, support staff members and advise and collaborate with all stakeholders and other team leaders. This person will have managerial experience executing large-scale permanent installation of theatrical systems and working closely with global system vendors, theatrical production equipment suppliers, vendors, and contractors. The ideal candidate will be mission- and values-driven, demonstrating commitment to collaboration, partnership, and excellence in project execution.

• Minimum of six years of project management and system installations and\permanent installations in a commercial environment.
• Minimum of three years’ live event production management experience with demonstrated leadership.
• Experience creating and mounting project installations, events, and productions.
• Meticulous record keeping, production estimating and budgeting skills.
• Able to work effectively in collaboration with diverse groups of people, communicate at the highest level and manage wide-ranging and complex projects.
• Knowledge of best practices and innovative technological developments.
• Knowledge of local vendors and subcontractors.
• Proficient in reading architectural plans, riser diagrams, M.P.E plans and structural reviews.
• Experience working directly with production and equipment shops.
• Experience managing and coordinating permanent or semi-permanent installations.
• Familiarity with regulatory permitting, inspections, and approvals.
• Experience creating theatrical system designs, system layouts and installations.
• Proficiency operating and navigating in AutoCAD and VectorWorks.
• Experience managing and supervising direct reports.
• Proactive and self-directed professional with excellent follow-through and time-management skills.
• Critical thinker and problem-solver with strong management and negotiation skills.
• Demonstrates the highest level of poise and maturity in communication, flexibility, and the ability to multi-task in a fast-moving environment, and resourcefulness in setting priorities and partnering with a dynamic and small team.
• Exercises considerable independence and initiative in the performance of responsibilities.

Other
• Requires a flexible schedule; must be able to work on weeknights, weekends, and holidays.
• 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.
• Experience in the arts and culture sectors is highly preferred.
• Knowledge of live event production video and multi-media practices preferred.
• Experience with digital production strongly preferred.

**SALARY RANGE:** Base salary range is $66,000-$69,0000 plus overtime.

This is a full-time non-exempt hourly position. The weekly administrative schedule is 35 hours per week. Standard hours are approximately 9-5 M-F with adjustments to accommodate project and event production needs. 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, as well as vacation and sick days.

**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.

**HOW TO APPLY:**
To be fully considered, please submit a cover letter, resume and references to jobs@musiccenter.org or fax to: 213-972-8029 by July 30, 2021.

**EQUAL OPPORTUNITY EMPLOYER**