



Program Manager, Grand Park

The Music Center (TMC) is seeking a Program Manager 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 LA's Park For Everyone. This versatile, creative, proactive, and collaborative individual will be an experienced cultural programming and engagement professional with a deep knowledge of and passion for LA's many creative and cultural communities. The Music Center is one of the largest and most highly regarded performing arts centers in the country. As LA's performing arts destination, The Music Center has long been at the forefront of presenting innovative and critically acclaimed programs and events. With four iconic theaters and four renowned resident companies – Center Theatre Group, the LA Master Chorale, the LA Opera and the LA Philharmonic – and recognized for its illustrious dance programming, Gloria Kaufman Presents Dance at The Music Center, The Music Center is a destination where audiences find inspiration in the very best of live performance, as well as nationally recognized arts education and free and low - cost arts engagement experiences.

The Music Center also programs and manages Grand Park, a beautiful 12-acre public park 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 the cultural life of Los Angeles County. Grand Park presents free year-round programming including fitness/wellness programs, lunchtime food trucks, theatrical and dance presentations, site-specific performances, music events, holiday celebrations, video and art installations, mid-size (500-5,000 attendees) and large scale (20,000-50,000 attendees) events with multiple stages, pyrotechnics/fireworks, and large-scale projection.

Reporting directly to the Grand Park interim director, The Music Center seeks a program manager who would manage all programmatic content aspects of Grand Park events. The program manager will serve as the primary liaison for artists and partner organizations, connecting with the best of the Los Angeles arts and culture, festival, event, and performances scenes to share with audiences. The program manager will cultivate and foster partner relationships, curate artist lineups, and collaboratively design events with Grand Park production manager and other staff. The Program Manager will also collaborate closely with other TMC Arts staff on programming across The Music Center campus. Other duties include supporting certain aspects of park event production and operations as needed, and serving as a liaison to select diverse, multi-level parties involved in safe, efficient and successful park event execution.

PRINCIPAL DUTIES AND RESPONSIBILITIES INCLUDE:

The breakdown of responsibilities is: 65% program content development and management, 35% internal team collaboration across all park initiatives including administrative and supervisory work.

Through this work, the Program Manager will play a critical role in helping to build The Music Center and Grand Park's renown as a producer of the highest quality, safest, and most innovative public free events in Los Angeles County.

Develops and manages Grand Park program content (event design and curation, artist booking, community partnership development, etc.).

Delivers event content in a timely manner that is dynamic, of the highest quality, and is broadly reflective of the diverse Los Angeles County community, meeting and exceeding the engagement goals of The Music Center.

Conducts ongoing research of best practices (including event attendance, partner/artist meetings, site visits, etc.) in the field in order to source the best in future Grand Park programming.

Works collaboratively with the larger Grand Park team to support all park endeavors, including Grand Park rentals as needed.

Acts as program content liaison and collaborator for Grand Park and The Music Center teams, seeking, managing and supporting opportunities for engagement and collaboration across programs and departments.

Manages program content budgets, tailoring expense as needed in collaboration with production manager and business manager, to deliver events on budget.

Supervises the Grand Park program and production coordinator in collaboration with Grand Park production manager including supervising select part-time production assistants as needed.

Keeps the interim director informed of work progress and potential problems as well as innovative solutions to address problems' and may acts as a secondary park spokesperson as needed.

Performs other duties as required as designated by the interim director.

KNOWLEDGE, SKILLS AND ABILITIES: (Applicants must demonstrate the following qualifications)

A minimum of 5 years of programming/booking/community partnership/curation experience across a variety of disciplines including but not limited to diverse styles of music, dance, visual arts, etc.

A Bachelor's degree from a 4 year college or university.

Must possess in-depth knowledge of the Los Angeles arts and culture as well as LA's diverse creative cultural community is required; strong ability to manage wide-ranging and complex simultaneous projects is crucial.

Ability to be an adaptive learner, pushing beyond established areas of expertise in order to seek new and diverse content.

Ability to work cogently in collaboration with diverse groups of people.

Ability to excel in a highly collaborative decision making process and interdependent environment that requires multi-tasking, maintaining calm composure under pressure and a positive attitude.

Proven track record working in collaboration with diverse communities.

Understanding of contract legalese.

Meticulous record keeping and budgeting skills is required.

A passion for community and civic engagement work; mission driven.

Spanish language skills desired.

Pro-active and self-directed strong work ethic with excellent follow-through and time-management know-how

Critical thinking, problem-solver with strong management and negotiation skills

Excellent listening and articulate written and communication skills.

Must be able to work a flexible schedule, including work events on weeknights, weekends and holidays.

Physical requirements include ability to lift and move equipment up to 25 lbs. when required.

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.

SALARY: Commensurate with experience; this is full time non-exempt position.

HOW TO APPLY:

To be fully considered please submit a cover letter, resume, references and salary requirements to jobs@musiccenter.org or fax 213 972 802.

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