Senior Coordinator, Producing

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 The Music Center’s four theatres (Dorothy Chandler Pavilion, Ahmanson Theater, Walt Disney Concert Hall and Mark Taper Forum), on Jerry Moss Plaza, in Grand Park, in Los Angeles County 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 home to four renowned resident companies—Center Theatre Group, Los Angeles Master Chorale, LA Opera and LA Phil.

The TMC Arts Producing Department is seeking an experienced, highly resourceful Sr. Coordinator. The successful candidate is a team player and cultural arts professional with strong project leadership skills to support the work of the TMC Arts division of The Music Center. In this role, you will help achieve The Music Center’s mission of deepening the cultural life of every Angeleno.

The Sr. Coordinator supports the Producing Department of The Music Center Arts Division, specifically in producing the LA County Holiday Celebration, Tree Lighting Ceremony and Spotlight Awards programs, as well as dance residencies (Glorya Kaufman Presents Dance at The Music Center) and other programs under the purview of the Producing Department. This position also assists the Producing Department with contract and invoice administration, creating and maintaining schedules, booking spaces, and communication and coordination with TMC Operations.

The Sr. Coordinator reports to the Senior Producer and works closely with the Producing Production Manager, interfacing with all TMC Arts and Operations departments including but not limited to: Programming/Community Engagement, Education, Civic Strategy and Grand Park programs, Scheduling and Events, Finance, Production, Guest Services, Security, Engineering, Housekeeping, on-site catering vendor (Levy), parking vendor, and other internal departments and their staff. The position maintains effective and on-going internal and external relationships (including vendors, volunteers and general public) and serves as a primary point-of-contact for the department. The Senior Coordinator must maintain positive relationships with all levels of Music Center staff as well as key external individuals and organizations.

PRINCIPAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Coordination and logistics for all aspects of annual LA County Holiday Show (live and broadcast), Tree Lighting Ceremony, and Spotlight Award show, including but not limited to managing the application and notification process for the annual Holiday Show with potential performers; creation of schedules and timelines; tracking budgets; interfacing with unions regarding special contracts, onsite support during all rehearsals and performances.

- Operational and production support for the Producing Department and coordination of space and staffing requests with the Producing Production Manager and Scheduling & Events Departments, including but not limited to: events scheduling; creation of production schedules
and timelines; tracking event budgets; completing space requests for Dance Presentations Series and other TMC Arts events managed by the Producing Department.

- Coordination and operational support for digital productions, including being the point person for producing short video content for TMC Arts dance residencies and other projects.

- Track, accurately code, submit and file invoices, interface with the Finance Department, obtain appropriate authorizing signatures, and ensure timeliness of payments.

- As needed, recruit, manage and train part-time Production Assistants, in coordination with Grand Park, Education and Programming/Community Engagement.

- Coordinate artist hospitality for specific projects including but not limited to travel, hotel, and meals. Provide support for welcome/hospitality packets, security clearance, food/water hospitality, ticketing, merchandising, and other items as required.

- Departmental administrative responsibilities include but are not limited to: working with online database, data entry/input, extraction and simple reports; and scheduling and organizing of department meetings.

- Attend meetings related to the described duties as necessary.

- General clerical duties and support as needed.

- Assist staff during events as assigned.

**QUALIFICATIONS AND REQUIREMENTS:**

- A high school diploma is required; BA degree is preferred.

- Two to three years minimum related experience and/or training; or equivalent combination of education and experience.

- Knowledge and demonstrated experience with performing arts production practices including familiarity with technical theater, stage production and management, event management, required.

- Experience with production of digital content. Video editing skills are a plus.

- Broad familiarity with a variety of arts and cultural communities preferred. Must demonstrate cultural sensitivity and competency.

- Must be a team player with strong communication skills and attention to detail. Able to think through complex requests and use logic and reason to develop and propose solutions, detail-oriented with strong follow-through skills; must be resourceful and self-directed to manage and complete multiple tasks on varying projects with tight deadlines; works well under pressure and in a fast-paced environment.

- Excellent people management ability; strong communication skills in writing and by voice; can effectively communicate with all levels of personnel; strong problem-solving skills; tact and diplomacy; approachable.
• Demonstrated commitment and experience in fostering an environment of diversity and inclusion, both in the workplace and for each project of TMC Arts.

• Comfortable multi-tasking; Flexible and adaptable to changing work assignments and priorities.

• Data proficiency, preferred.

• Proficient in technology and technology-based communications, as well as full proficiency in computer use: Word, Excel, PowerPoint, and Outlook, is required.

• Must be highly dependable and punctual; ability to work flexible hours, including overtime.

• Able to lift and move unassisted at least 40 pounds; ability to work indoors and outdoors.

• Must have a reliable source of transportation.

• Working fluency in Spanish is a plus.

• Must be able to work evenings and weekends including holidays.

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: $47,500.00 to $52,500, commensurate with experience. This is a non-exempt position. Compensation package includes medical, dental and vision health plans, welfare insurance benefits, 401(k) savings plan; paid holidays, vacation and sick days.

HOW TO APPLY: To be fully considered please submit a cover letter, resume, and salary expectation to: Fax (213) 972-0721 or Jobs@musiccenter.org. INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED.

EQUAL OPPORTUNITY EMPLOYER