



Senior Manager of Programs, Grand Park

Grand Park and The Music Center

The Music Center (Performing Arts Center of Los Angeles County) is seeking an experienced and versatile arts and culture leader with a significant multidisciplinary programming and producing track record rooted in engagement, large and small-scale project leadership and strong team management 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 12-acre public space that stretches from The Music Center on the west to City Hall on the east. Opened in July 2012, the park presents free year-round digital and in-person programming including fitness/wellness programs, weekly lunchtime food trucks, theatrical and dance presentations, site-specific performances, music events, holiday celebrations, video and art installations, and mid-size -to large scale events. Currently, event programming is ramping back up following a 14-month pause on live programs due to COVID19. Some live programs have a corresponding live stream and/or other digital companion program(s).

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.

The Position

Reporting directly to the director, the Senior Manager of Programs is responsible for all Grand Park events and programs including digital programs, serving as a lead, guiding and coordinating with other departments. The Senior Manager of Programs is a key part of Grand Park's external-facing leadership, fostering sustained, creative and equitable relationships with community partners across Los Angeles County.

The Senior Manager of Programs oversees all programming and production at Grand Park, supervising 2 full time staff, Production Manager and Programming Coordinator, and approximately 25 additional part-time, event staff positions.

In collaboration with the Director, this role determines programmatic vision and steers the strategies and tactics that will meet the park's goals of excellence, access, inclusion and celebration in alignment

with the Music Center's larger strategic mission and vision. The Senior Manager of Programs joins the Grand Park department of the Music Center and works most closely with Grand Park's Marketing, Operations, and Business staff. Additionally, the Senior Manager of Programs also works with other TMC Arts departments including Arts Producing, Community Engagement, Spotlight, Education and Civic Strategy on specific projects.

PRINCIPAL DUTIES AND RESPONSIBILITIES INCLUDE:

The Senior Manager of Programs leads the programming and production team in creating and refining smooth processes and optimized systems for event research, ideation, curation, project management, production/producing, program execution and reporting. Responsible for the Grand Park \$2 million programming budget, The Senior Manager of Programs ensures programs are produced on time and on budget and in alignment with Grand Park and The Music Center's mission, vision and values. The Senior Manager of Programs does this by bringing fresh ideas and deep programming experience to the team as well as through engaging broadly, deeply and thoughtfully with artists and partners across the county.

Programmatic and Producing Leadership:

- Delivers the highest caliber, most accessible Grand Park events and programs in order to support the fulfillment of park's "Park for Everyone" role in Los Angeles County.
- Delivers event content that is broadly reflective of the diverse Los Angeles County community, meeting and exceeding the engagement goals of The Music Center.
- Develops and manages Grand Park program content (event design and curation, artist booking, community partnership development, etc.).
- 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.
- Producing: Oversees all Grand Park production, ensuring delivery of highest-quality programs in Grand Park's unique spaces. Leads team in complex event production efforts, providing leadership on large- and small-scale efforts. Large scale programs involve extensive work leading the Grand Park team in collaboration with production vendors and public agencies in order to produce safe public events. Smaller programs draw on in house technical capacity to implement programming vision.
- Impact measurement: leads all Grand Park program assessment in collaboration with other TMC arts teams and in accordance with division-wide strategies and protocols.
- Budget management: allocates programming resources across events and programs and delivers in-budget programming in accordance with goals and timelines.
- 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.
- Acts as a park spokesperson as needed.

Team Management:

- Leads, inspires, motivates Grand Park program collaborators and direct reports
- Supervises the Grand Park Production Manager and Programming Coordinator
- Manages program content budgets, tailoring expenses as needed in collaboration with Production Manager and Business Manager, to deliver events on budget
- Hires and supervises select part-time production assistants as needed.
- Facilitates process and systems improvements for direct reports as well as all Grand Park team members and other collaborators in order to optimize programming delivery.
- Responsible for staff oversight, scheduling staff, timely and accurate payroll submission and ensuring staff adheres to time keeping, meal period etc.

Administrative Work:

- Works collaboratively with the larger Grand Park team to support all park endeavors, including Grand Park rentals as needed
- Keeps the Director informed of work progress and potential problems as well as innovative solutions to address problems
- Performs other duties as required as designated by the Director

QUALIFICATIONS AND REQUIREMENTS:

Grand Park is seeking a highly accomplished Senior Manager of Programs with a minimum of 10 years of programming/producing experience and three years team AND project leadership experience. The ideal candidate will have a proven aptitude to lead complex events/programs/projects working with large and diverse program and production teams. This person will be a knowledgeable producer, strategic thinker, skilled communicator, relationship builder, and empathetic and attuned team player, knowing how to lead projects, support staff, advise and collaborate across the Grand Park Team and with partners across the county. This person will be mission and values driven, demonstrating commitment to collaboration, community partnership, and centering BIPOC voices.

Prior experience

- Demonstrated track record of setting out programming vision and delivering successfully on that vision
- Minimum of 3 years of management experience of diverse full-time staff including demonstrated experience with supporting individual growth and evolution/professional development of direct reports
- A minimum of 10 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.
- Superior command of the event-producing process, including extensive demonstrated experience with event project management, event design thinking, event timelines, event roles and responsibilities, etc.
- In-depth knowledge of LA's diverse creative cultural communities
- Past experience with large scale public programs
- Non-traditional venue experience/festival experience preferred
- Proven track record working in collaboration with diverse communities
- Experience negotiating and executing artist and presentation and or co-production contracts
- Meticulous record keeping and budgeting skill

- Experience working with public agencies such as law enforcement, fire dept, permitting agencies, public health, etc.

Qualities:

- Passion for community and civic engagement work
- Ability to be an adaptive learner and multi-faceted programmer, pushing beyond established areas of artistic expertise in order to seek new and diverse content
- Ability to manage wide-ranging and complex simultaneous projects is crucial
- Ability to excel in a highly collaborative decision-making process and interdependent environment that requires multi-tasking
- Spanish language skills preferred
- 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
- Can operate with a flexible schedule, must be able to work events on weeknights and weekends. 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.

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.

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: \$70,000-\$75,000 commensurate with experience, this is a full-time exempt hourly position.

Compensation package includes medical, dental and vision health plans, welfare insurance benefits, 401k plan, paid vacation and sick days. The position is a hybrid of remote and in person.

HOW TO APPLY:

To be considered please submit a cover letter, resume, a minimum of 2 references (including minimum one former direct report) to jobs@musiccenter.org.

INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED

EQUAL OPPORTUNITY EMPLOYER