Spotlight Program Coordinator

The Music Center convenes artists, communities, and ideas with the goal of deepening the cultural lives of every resident in 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 The Music Center Plaza, outside at Grand Park—a 12-acre adjacent green space—and in schools and other locations all over Los Angeles County. TMC Arts presents world-class dance with Glorya Kaufman Presents Dance at The Music Center, free and low-cost public concerts, and events, as well as K–12 arts education programs. 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. For more information, visit musiccenter.org. Follow The Music Center on Facebook, Instagram, and Twitter @MusicCenterLA.

The Music Center (Performing Arts Center of Los Angeles County or TMC) seeks a dynamic Program Coordinator to join the Spotlight team. The Music Center’s Spotlight program is part of TMC Arts, the programming division of TMC. Spotlight emphasizes self-esteem, preparation, and perseverance, providing a supportive environment for high school students to develop the skills needed to pursue their dreams. Over the past 30 years, 51,000 Southern California high school students have benefitted from world-class arts training, scholarships and college and career guidance at no cost to them through Spotlight.

The Program Coordinator works under the general direction of and reports to the Spotlight Director, and in, close collaboration with the Spotlight Program Managers. This position supports both the performing arts scholarship program as well as a new creative workforce-related program currently in development. The coordinator maintains effective and on-going internal and external relationships and maintains positive relationships with all levels of Music Center staff as well as key external individuals and organizations.

This role works closely with all internal TMC departments and external partners including Producing/Production, Marketing, Advancement, Scheduling and Events, Accounting, Technology Services, Guest Services, Building Services, Security, Engineering, Housekeeping, Grand Park, on/off-site catering vendors, on/off-site parking vendors, off-site venues, and other internal departments, their staff, and volunteers.

The coordinator’s primary responsibilities center on providing administrative assistance and support to the Spotlight Program Managers with all aspects of planning and implementation for year-round programming and events.

PRINCIPAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Develop and maintain fluency in Spotlight offerings, including Process, Auditions, Mastery Classes, Academy, finale, social media, Creative Futures, Workforce Development, Alumni and future programs; communicate program goals and impact to local stakeholders.
Provide support for students, parents, teachers, and partnerships throughout Southern California with the ability to prioritize projects with clear goals and timelines.

Prepare for onsite and offsite planning for projects and events, including new initiatives; attend meetings, on an as-needed basis.

Prepare, research, and maintain project materials (handouts, contracts, invoices, artist details, signage); create ad hoc reports as needed.

Maintain accurate and current notes on each project; with next steps clearly outlined; document all communications with students, presenters, teachers, volunteers, artists, partners, and staff.

Assist with calendar maintenance and scheduling – work with partners and staff to organize meetings and events.

Editing student feedback letters; compiling judges notes and distribution to students and parents

Meeting responsibilities include scheduling and calendaring, sending invitations, distributing agendas in advance, attending, scribing, summarizing, and distributing notes, following up and tracking items in-progress.

Accounting-related responsibilities include track, accurately code, submit and file invoices, obtain appropriate authorizing signatures, and ensure timeliness of payments. Create and complete simple independent contractor agreements and corresponding payments.

Field inquiries and phone calls for Spotlight as needed; manage multiple projects at the same time

Prepare documentation for grants and collect statistics for periodic and end-of-year reports

Utilize the Spotlight Acceptd database on a regular basis; oversee data management of relevant projects

Develop and maintain department mailing lists

Serve as an ambassador for Music Center Spotlight program with education and arts partners

Performs other duties as assigned

QUALIFICATIONS AND REQUIREMENTS:

Bachelors’ Degree (B.A.) from a four-year college or university, preferred

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

Demonstrated knowledge of and experience in the Los Angeles arts and cultural sector, required, including cultural sensitivity and competency.

Strong project coordination; must be accurate; meet all deadlines although some may have competing deadlines; excellent follow-through.
• Able to work independently and collaboratively on multiple projects at the same time.

• Possess strong time management skills to efficiently manage time and workload including effectively planning, prioritizing, and organizing, follow-through on a variety of tasks, assignments, and projects.

• Mature learner with a high level of emotional intelligence, in order, to effectively navigate within a fast-paced environment.

• Must be an approachable people person with strong listening and communication skills, both verbal and written with strong editing skills.

• Comfortable working with data; preparation of ad hoc and routine. Reports.

• Experience working with teens and young adults, a plus.

• Proficient in technology and technology-based communications, skilled in computer use: Word, Excel, PowerPoint, and Outlook, required.

• Must be able to work flexible schedule to include working evenings, weekends, and holidays.

• Physical requirements include ability to lift and move unassisted up to 40 pounds; including the ability to standing/walking for extended periods of time.

• Must have a reliable source of transportation.

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: $38,000.00 to $41,000.00, commensurate with experience; compensation package includes health and welfare benefits, paid vacation and sick days, 401(k) plan with employer contribution.

HOW TO APPLY:
To be fully considered for this position please email your cover letter and resume to jobs@musiccenter.org or fax to (213) 972-0721.

EQUAL OPPORTUNITY EMPLOYER