



## **JOB DESCRIPTION**

### **COORDINATOR OF EVENTS AND STEWARDSHIP, ADVANCEMENT**

As L.A.'s premier performing arts destination, The Music Center convenes artists, communities and ideas with the goal of deepening the cultural lives of every resident in Los Angeles County. The \$70 million non-profit performing arts organization has three divisions: TMC Arts, TMC Ops and TMC Business Services. TMC Arts, The Music Center's programming engine, provides year-round programming inside The Music Center's four theatres, which include Walt Disney Concert Hall, Dorothy Chandler Pavilion, Ahmanson Theatre and Mark Taper Forum; on Jerry Moss Plaza; outside at Grand Park, a 12-acre adjacent green space; in schools and neighborhoods all over Los Angeles County; and on a digital platform called *The Music Center Offstage*. 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 learning programs, workshops, performances, interactive experiences and special events. TMC Ops manages the theatres, the plaza and Grand Park, which comprise \$2 billion in county assets, on behalf of the County of Los Angeles. TMC Business Services includes Advancement, Human Resources, Finance, IT and Marketing and Communications. The Music Center is also home to four renowned resident companies—Center Theatre Group, Los Angeles Master Chorale, LA Opera and LA Phil.

#### **Job Description:**

The Coordinator of Events and Stewardship is a highly collaborative, proactive, resourceful professional who supports events and donor stewardship activities that advance efforts to maintain and strengthen high-quality individual relationships. Reporting to the Director of Events and Stewardship, the coordinator assists with executing large-scale events such as the annual Spotlight Grand Finale, fundraising galas, and leadership dinner as well as smaller cultivation dinners, membership activities, and digital events. This position assists the Director with implementing meaningful stewardship opportunities such as an annual gratitude report, unique donor gifts, inscriptions and donor trips. The Coordinator partners with key internal stakeholders across departments, on-site and off-site vendors, volunteer leadership and event committees.

#### **Key Responsibilities:**

- Provide administrative and logistical support for large-scale events including the annual Spotlight Grand Finale, fundraising galas, and leadership dinner.
- Coordinate and occasionally lead smaller cultivation dinners, post-performance receptions, invited technical rehearsals, donor-invited student matinees, membership activities, and digital events.
- Support event logistics including booking event space, catering, audiovisual, travel arrangements, décor, event signage, and facilitating artist and vendor contracts.
- Prepare communications related to events, including donor correspondence and internal event briefings.

- Create and maintain event budgets, track event expenditures (including monitoring of check requests, deposits, invoicing and reporting), and provide on-going financial progress reports.
- Assist with creating a suite of event materials, both digital and print, including save-the-date, patron letter, invitation and printed program.
- Oversee the event invitation process including coordinating the mailing list data, contracting and communicating with mail houses, and executing small in-house mailings.
- Diligently track and record all event communications and RSVPs in database.
- Assist with event seating for patrons.
- Respond to emails and phone calls related to special events.
- Work with the marketing department to create and update event webpages, social media, e-blasts, and other materials.
- Create, organize and maintain special event photo files.
- Assist the Director with donor stewardship opportunities such as the annual gratitude report, holiday cards, customized and unique donor gifts, inscriptions, and donor trips.
- Other special projects and duties as assigned.

#### **Qualifications and Skills:**

- Bachelor's degree (or equivalent experience)
- Excellent interpersonal, written, and oral communication skills are required.
- Creative problem-solving skills and ability to strategically anticipate challenges and offer solutions.
- Exceptional and detail-oriented project management skills.
- Ability to manage multiple complex projects simultaneously.
- Ability to build collaborative working relationships with donors, volunteers, staff and vendors, exercising good judgment and discretion.
- Must be proficient in Microsoft Office 365 or comparable.
- Experience with Zoom, project management software, and fundraising database is preferred; basic graphic design software is a plus.
- Highly dependable with excellent attendance and punctuality.
- Must be available to work nights and weekends as needed.

**Work Schedule:** Currently the TMC Arts staff practice a hybrid (remote with scheduled onsite team days) weekly schedule and work onsite/in person for live events. Standard hours are approximately 9-5 Monday to Friday with adjustments to accommodate programming needs. Must be available to work nights and weekends as needed.

**Salary:** This is a non-exempt hourly paid position. The weekly administrative schedule is 35 hours/per week. 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, generous vacation and sick days.

**Vaccination Policy:** The Music Center requires its employees to be vaccinated against COVID-19 with one booster, 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 considered, please submit a cover letter and a resume.

Please click **here** to apply.

EQUAL OPPORTUNITY EMPLOYER