



Coordinator or Senior Coordinator, 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.

Position Summary

Reporting to the Senior Director of Institutional Giving, the Coordinator/Senior Coordinator will support the Advancement Department's Institutional Giving strategies and projects. The Coordinator/Senior Coordinator will provide administrative support to Institutional Giving which focuses on foundation grants, government grants, corporate grants, and corporate sponsorships. The Coordinator/Senior Coordinator will communicate with team members across the Advancement department and with executive leadership, donors, board members, and volunteers.

The Music Center seeks an individual who is passionate about arts, culture and civic engagement to join the Advancement team. We seek an individual who is an excellent communicator, deadline focused, comfortable with data collection and entry, and is adept at managing several projects simultaneously.

Duties and Responsibilities

- Provide administrative support for the Senior Director in managing calendar, answering calls, tracking, and coding expenses, record keeping, and other office related tasks. Track

and monitor status of pending items and follow up as needed. Help prepare correspondence and presentations.

- Enter and track donor outreach and activity in Tessitura for frontline fundraisers to preserve key information and documents; and keep electronic and hard-copy records current and accurate.
- Steward and Track Donor Recognition requests, maintaining Monday.com Board, proactively (pre-event) communicate donor lists and requests to Marketing and TMC Arts, and attend email meetings.
- Collect TMC Arts program data for the Advancement Team; Coordinate Spotlight surveys and semifinalist interviews; Organize for use in grant proposals and design presentation slides and produce an annual *At A Glance* document
- Update Master Calendar with The Music Center Arts events.
- Facilitate internal and external meeting logistics including scheduling of appointments, agenda and material preparation, conference call set up, audio/video set up, catering arrangements, parking, taking minutes, and coordinating meeting follow up.
- Assist frontline fundraisers with logistics for individual donor meetings and attendance at performances, including request, acquire and distribute donor tickets.
- Create and submit expense reports and reimbursement requests
- Create and order signage and other recognition requests.
- Coordinate Institutional Giving's photography and videography needs.
- Provide on-site support at events for all of Adv events.
- Provide phone support for general department lines.
- Provide support to the Grant-Philanthropy Writer and the Assistant Director of Corporate Giving.
- Work with the Executive Assistant to the Senior Vice President as needed.
- Must be willing and able to work overtime and weekends as needed.
- Other duties as assigned.

Qualifications and Requirements

- Two to five years professional nonprofit experience preferred.
- High school diploma
- Bachelor's degree or equivalent experience preferred.
- Intermediate experience with Microsoft Word, Excel, Outlook, and PowerPoint required.
- Experience working with a relationship database (Tessitura) a plus.
- Highly organized with strong ability to effectively prioritize projects with conflicting deadlines.
- Exceptional interpersonal and communication skills to interact effectively and diplomatically with donors and staff.
- Excellent communication skills, both written and verbal, including presenting information in various formats.

- Discretion with confidential and sensitive information.
- Must be highly dependable and maintain excellent attendance and punctuality.
- Ability to adapt to changing needs as identified by leadership.
- Ability to work both collaboratively and independently.

Work Week Schedule: Currently, The Music Center staff practice a hybrid (mostly remote with scheduled days in the office) weekly schedule. This is a full-time non-exempt hourly position. The weekly administrative schedule is 35 hours/week.

Pay Range: \$24.50/hour - \$28.30/hour

As a non-exempt position, this role is eligible for overtime pay. Compensation package includes medical, dental and vision health plans, welfare insurance benefits, 401k plan, sick and vacation 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: Please submit a cover letter, resume, salary requirements and at least 2 references.

To apply, please click [here](#).

INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED

EQUAL OPPORTUNITY EMPLOYER

