



Production Manager, Grand Park

The Music Center is one of the largest and most highly regarded performing arts centers in the country. 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 non-profit performing arts organization has two divisions: The Music Center Arts (TMC Arts) and The Music Center Operations (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, 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 Gloria 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.

The Music Center is seeking an experienced cultural arts production professional and highly resourceful team player to join the Grand Park team as a **Production Manager**. Grand Park is part of TMC Arts, the programming division of TMC. TMC Arts, The Music Center's programming engine, provides year-round programming across multiple departments (including Grand Park) that shares engagement as the driving curatorial value—providing artistic experiences that are relevant to Los Angeles' diverse communities and aligned with its fundamental civic responsibility as stewards of public funding and public space. The Program Coordinator helps to achieve The Music Center's mission of deepening the cultural life of every Angeleno and further Grand Park's vital role as LA's Park For Everyone.

Grand Park presents free year-round 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 events, often in collaboration with community partners. Grand Park also produces large scale events for up to 75,000 guests with multiple stages, pyrotechnics/fireworks, and large-scale projection. Live, in-person event programming in 2022-23 is currently projected to return to pre-pandemic levels over the coming months, aiming to include a range of mid-sized events, large scale events, co-productions, and year-round small-scale programs. Some live programs will have a corresponding live stream and/or other digital companion program.

Reporting directly to Senior Program Manager, the production manager leads the Grand Park team's production execution for all Grand Park events and programs including digital programs/program components as needed. The Production Manager works most closely with Grand Park's Operations, Marketing, Programming and Business Management teams, but also works with other Music Center departments on specific projects. The Production Manager also works with other Music Center departments such as TMC Arts Producing, Operations Production, Security, and Scheduling and Events on specific projects. The Production Manager hires and supervises non-union part-time production support staff ranging from administrative support to freelance production assistants who carry out more crew duties in addition to vendors and vendor teams.

All live programs at Grand Park take place in the park itself. The Production Manager is responsible for transforming this open public green space (with power and fiber infrastructure) into an event production site with both in-house inventory and rented equipment.

DUTIES AND RESPONSIBILITIES:

The Production Manager will work collaboratively with the Grand Park team to build vision and support the Los Angeles community with dynamic, inspiring, and innovative programming. The Production Manager manages the production process including planning and production budgeting through timeline management, vendor and staff sourcing, onsite execution, etc. The Production Manager does this by bringing fresh ideas and production experience to the team as well as through engaging with cutting-edge vendors and diverse production partners. While live event execution and its ancillary support is much of the Production Manager's role, occasionally Grand Park programs take place online as needed. The Production Manager oversees an annual production and events operations (in collaboration with Grand Park Operations Manager) budget of approximately \$1-\$1.5 million. The Production Manager collaborates with the TMC Arts Producing Department on TMC Arts event co-presentations. The Production Manager occasionally advises regarding Grand Park Lease Events but does not hold any responsibility for Lease Events and third-party filming at Grand Park.

Production/Project Management

- Manages all production aspects of Grand Park events and digital programs
- Ideates and innovates processes for production and event management in order to streamline all Grand Park program efforts, including pre-production logistics planning, event timelines, chairing production meetings, production schedules, staffing workflows, onsite event execution, as well as post-event wrap up, event summary reports, post-mortem/analysis, and documentation.
- Communicates and collaborates with internal cross functional teams and stakeholders to drive alignment and on-time execution of event deliverables.
- Delivers production elements for events at the highest quality on budget, tailoring production and operations expense as needed.
- Tracks and forecasts all production expenses and cash flow, aligning with the needs of the production budget while flagging any possible or necessary variances
- Manages production of Grand Park digital initiatives
- Contributes to creative ideation of Grand Park programs by contributing critical implementation and production perspective during program design phase
- Collaborates with the TMC Arts Producing Department on production coordination and site support for event co-presentations.
- Creates event layouts, production schedules, vendor timelines, vendor contracts, on-boarding docs, etc.
- Collaborates with Grand Park Operations Manager and Covid compliance officer to: ensure that events comply with all regulatory permitting (LAFD, building and safety, health dept, street closure, fireworks, etc.) and codes and follow all public safety orders.

Staff/Vendors

- Recruits, hires, and schedules part time production assistants (primary technical crew for Grand Park as well as administrative support for Production) for all events and event related activities, including load ins/load outs, rehearsals or production meetings, technical inventory QC, etc.
- Provides mentorship and learning opportunities to part time staff when possible.
- Sources top line and cutting-edge production subcontractors, production vendors, and production staffing for events (i.e., lighting, audio, staging, seating, food services, etc.), manages current vendors.
- Models and cultivates a cooperative, supportive, and highly professional work environment.

Partnerships

- Collaborates in project management, resource and information sharing and inventory with The Music Center Producing and Production departments.
- Communicates, coordinates, and collaborates with internal and external partners, including Los Angeles County, and diverse event presenting partners drawn from across the spectrum of arts and culture organizations in Los Angeles.

Other

- Maintains Grand Park's production inventory stored in the park's onsite storage facilities, including ongoing maintenance and quality control as well as new inventory acquisition. This includes overseeing Grand Park fiber and A/V technology. Production Manager ensures regular QC as well as best storage, usage and tracking procedures.
- Creates and archives production event reports to record success and challenges.

- Develops and maintains excellent and highly collaborative relationships with Grand Park and Music Center teams, artists, contractors, producers, vendors and partners.
- Works closely with the larger Grand Park team to support all park endeavors as needed.
- Performs other duties as required in the scope of the job as designated by the Sr. Program Manager.

REQUIREMENTS AND QUALIFICATIONS:

- Minimum of 3 years of live event production management experience. Demonstrated leadership success is a must.
- Knowledge of best practices and cutting-edge technological developments in event production.
- Experience creating event design and layouts, knowledge of CAD/Vectorworks is required.
- Proven aptitude to lead complex production of various sizes while working with complex and diverse teams from all areas including technical, public agency, and community
- Able to work independently and collaboratively on multiple projects at the same time.
- Demonstrates the highest level of poise and maturity in communication, flexibility and the ability to multi-task in a fast-moving environment, and resourcefulness in setting priorities with excellent follow-through and time-management know-how.
- Knowledge of local vendors and subcontractors, preferred.
- Meticulous record keeping, production estimating and budgeting skills.
- Knowledge of the diverse arts and culture community of Los Angeles, strongly preferred
- mission and values driven, demonstrating commitment to collaboration, community partnership, inclusivity, access and centering BIPOC voices.
- Experience with digital production strongly preferred.
- Can operate with a flexible schedule, must be able to work events on weeknights, weekends and holidays.
- 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 TMC Arts staff practice a hybrid (mostly remote with scheduled onsite team meetings) weekly schedule and work onsite/in person for live events.

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 negatively laboratory COVID-19 test and submit to additional masking and social distancing requirements. Please contact The Music Center Human Resources Department for a copy of the vaccination policy. In addition, effective January 17,2022, all employees of The Music Center who are required to be vaccinated for COVID-19 under The Music Center’s COVID-19 Policy shall be required to timely obtain and show proof that they have received a booster within the timeframe recommended by the CDC.

SALARY RANGE: \$55,000-\$65,000 commensurate with experience. This is a full-time non-exempt hourly position. Compensation package includes medical, dental and vision health plans, welfare insurance benefits, 401k plan w/employer match, generous vacation, and sick days.

The weekly administrative schedule is 35 hours/per week. Standard hours are approximately 9-5 M-F with adjustments to accommodate programming needs. Most events are nights and weekends. As an hourly position, this role is eligible for overtime pay.

HOW TO APPLY: To be considered please submit a cover letter, resume, a minimum of 2 references to: jobs@musiccenter.org or fax to: 213-972-8029. *INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED.*

EQUAL OPPORTUNITY EMPLOYER