



GRAND PARK

**Seasonal Events Staff
July 2022 through December 2022**

**Now Hiring 30 Part time positions
Production, Marketing and Programing Assistants**

The Music Center of Los Angeles County is seeking passionate, energetic arts, entertainment, and events professionals to join the Grand Park team for love programs and events in 2022 and beyond. 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 Seasonal Events Staff members help 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.

Reporting directly to the Production Manager, Sr. Manager of Programs or Marketing Manager, the Events Staff support all aspects of program execution. Most programs at Grand Park take place in the park itself with occasional offsite partnerships. The Grand Park team at The Music Center is currently seeking to fill positions for Summer, Fall and Winter 2022 events and programs.

Events Staff support all aspects of live programs from preparation to load-in, through onsite event support and load-out:

General and minimum qualifications for All Event Staff positions

- Minimum of 1 year of live event experience
- Interest in arts, culture and entertainment
- Requirements:
 - Experience working in teams
 - 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.
- Must be able to walk on uneven surfaces
- Must be able to stand for long period of time, 1-hours plus

Specific roles and additional qualifications per position, outlined below.

General Production Assistants

- Event setup (staging, tents, tables, chairs, signage, EMT setup, cables, cable ramp, etc.)
- Event load-out
- Storage facility quality control and maintenance
- Onsite vehicle escort
- Qualifications
 - **Strong communication skills/speaking and listening**
 - **Ability to adapt to changing needs on the fly; ability to stay calm and focus in an environment with fast changing priorities**
 - **Ability to lift unassisted up to 40 lbs.**

Technical Production Assistants

- Set up, operate and load-out all Grand Park lighting and audio
- Support event load ins/load out
- Support third-party vendors on technical aspects of production
- Grand Park technical inventory repair and maintenance
- Requirements:
 - Minimum 2 years or equivalent experience
 - Background in music, sound technology/engineering, or other related subjects
 - Able to read stage plots for equipment placement
 - Experience setting up and breaking down audio-visual equipment
 - Experience mic'ing bands and artists of all kinds
 - Skilled equalizer and audio mixing for live music
 - Knowledge of DJ set ups (CDJs, vinyl, Serato, controllers, and new equipment/software)
 - Knowledge of sound equipment and acoustics
 - Lighting experience
 - Skilled in programming lights – Colorados
 - Skilled in operating lighting boards
 - Ability to lift unassisted up to 40 lbs.

Marketing Assistants

- Onsite brand ambassadorship – representing the voice, face, and vision of Grand Park to the general public
- Staff Grand Park information booths, answering attendee questions
- Manage onsite mailing list signups, collecting information
- Info booth materials setup and breakdown
- Requirements:
 - Minimum 1 year of “public-facing” customer service experience
 - Bi-lingual speaking English/Spanish or other preferred

Programming Assistants

- Prepares artist and partner materials in advance of event
- Onsite support for artists and partners (arrival/departure parking, hospitality, PPE needs, etc.)
- Sets up and supervises artists and partner hospitality
- Requirements:
 - Events/live programs experience
 - Experience working with artists and community partners
 - Customer service experience
 - General computer and administrative skills (Microsoft Office, Word, Excel, Outlook,)
 - Detail oriented, highly organized with the ability to multi-tasking
 - Ability to work flexible work hours.
 - Bilingual English/Spanish or other preferred (but not required)
 - Ability to work inclement weather; walk on uneven surfaces

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

SALARY RANGE: Salary range \$20-25/hour commensurate with experience. This is a seasonal part time non-exempt hourly position. As an hourly position, this role is eligible for overtime pay and sick leave accrual. Most events are nights and weekends.

HOW TO APPLY: To be considered please submit a resume to: jobs@musiccenter.org or fax to 213-972-8029.

Applicants are encouraged to apply to work on Production, Programming and Marketing teams depending on their background, interests; may be applicable for multiple positions; **please note areas of interest and experience on your resume; INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED.**

EQUAL OPPORTUNITY EMPLOYER