



Program Manager

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 Glorja 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.

Currently, The Music Center has an immediate opening for a **Program Manager** in the TMC Arts Division.

Reporting directly to the Senior Civic Strategist, the Program Manager works closely with other TMC Arts departments and with all other internal TMC departments such as Scheduling/Events, Production, Guest Services, Security, etc. and other internal staff to maintain effective and ongoing internal and external relationships and will serve as point-of-contact for the projects as assigned. The position must develop and maintain positive relationships with all levels of Music Center staff as well as key external stakeholders and partners.

The Program Manager will support the strategic implementation of arts and culture-focused programs and partnerships with community, government, and civic entities to drive organizational strategy and advance The Music Center's aim to become a more relevant, diverse, accessible, and equitable institution.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Responsible for assisting and supporting civic partnerships, principally through the development and implementation of the Partner Network Initiative. Also responsible for the development and implementation of Dance DTLA, including curation of program roster of artists and performers working closely with the Senior Civic Strategist and in coordination with the TMC Arts Dance/Dancing review and planning team.
- The Program Manager is also responsible for the coordination of civic and community programs and special projects, including event-related responsibilities: set-up/take-down, monitor, and supervision of temporary staff, if needed.
- The Program Manager works closely with TMC's Scheduling and Events department for: scheduling and space requests, coordinating with internal departments, and for communication of calendar information and other related support needs.
- This position's accounting-related responsibilities include tracking, accurately coding, submitting, and filing invoices, obtaining appropriate authorizing signatures, and ensuring timeliness of payments. The Program Manager is responsible for creating and completing independent contractor agreements and corresponding payments.

- The Program Manager’s logistical and administrative support duties include but are not limited to coordinating orders and invoices with on-site catering providers, event parking, and internal departments such as Accounting and Operations; and managing external inquiries regarding this work. The position also handles inquiries from patrons and the public, provides timely responses to general inquiries, and performs general clerical duties and support as needed.
- The Program Manager attends all project and job-relevant meetings and participates in all TMC Arts All Staff (“All Stars”) meetings and trainings, functioning as a division team member. This position may help to plan and organize division-wide peer learning opportunities.

QUALIFICATIONS AND REQUIREMENTS:

- Five plus years of community organizing/engagement experience; or equivalent combination of education and experience.
- Experience working with artists and successful track record of producing programs and events.
- Demonstrated knowledge of and experience in the Los Angeles arts and cultural sector, required, including possessing demonstrate cultural sensitivity and competency.
- Familiarity with civic infrastructures and processes for the City and County of Los Angeles.
- Must be confident in the execution of work; must be able to work well independently and with a team. Resourceful and pro-active. Works well under pressure and conflicting priorities.
- Learner with a high level of emotional intelligence to effectively navigate within a fast-paced environment; strong ability to multi-task and possess strong attention to detail with follow-through skills.
- Strong communicator with both verbal and written skills.
- Comfortable working with data.
- Proficient in technology and technology-based communications, skilled in computer use: Word, Excel, PowerPoint, Access, and Outlook, required.
- Bilingual English and Spanish, helpful.
- Able to lift and move unassisted at least 40 pounds.
- Must have a reliable source of transportation.

PLEASE NOTE: Currently, this position is working remotely; this scenario may change and is also subject to the responsibilities of the position.

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. In addition, effective January 17, 2022, all Music Center employees who are required to be vaccinated for COVID-19 under The Music Center’s COVID-19 policy will now be required to obtain and show proof that they have received a booster. Please contact The Music Center’s Human Resources Department for a copy of the vaccination policy.

SALARY:

Commensurate with experience; this is a full time, non-exempt hourly position

HOW TO APPLY:

To be fully considered for the position submit a cover letter and resume to: jobs@musiccenter.org or to fax (213) 972 8029. **INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED**

EQUAL OPPORTUNITY EMPLOYER