



Logistics and Scheduling Manager

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—Walt Disney Concert Hall, Dorothy Chandler Pavilion, Ahmanson Theatre and Mark Taper Forum. Year-round programming is also provided 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 showcases world-class dance with *Glorya Kaufman Presents Dance at The Music Center*; and offers free and low-cost public concerts, K–12 arts learning programs, workshops, performances, interactive experiences and special events. TMC Ops, on behalf of the County of Los Angeles, manages the theatres, plaza and Grand Park, which comprises \$2 billion in county assets. TMC Business Services includes Advancement, People and Culture, 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 Summary

Under direction of the Commander, Field Services Division, The Logistics and Scheduling Manager is responsible for the overall management of logistics, maintenance, staff scheduling, training, magnetometer operations and recordkeeping.

Duties and Responsibilities

- Analyze and resolve administrative, clerical and scheduling problems
- Develop, organize, and maintain the master schedule system to include drafting, scheduling and plotting for the deployment of staff to day-to-day and metal detector operations
- Coordinate with supervisors in strategic and tactical positioning of department staff
- Utilize TMSS and InTime systems to process vacation, sick, jury, military, and other time off requests; conduct vacation tracking to reflect all vacancies and deployments
- Oversee the annual vacation and shift bids; draft and plot the master schedule so it serves as an integral part of effective Security department operations
- Instruct and train security personnel on use and operation of metal detectors
- Coordinate and schedule CPR/AED, firearms range, baton, first aid, and other required trainings
- Monitor overtime, double time, staff use of time off, and depletion of time off balances

- Draft and maintain logs, daily operational and scheduling plans for metal detector staff deployment
- Safeguard and maintain highly confidential information, sensitive information and personnel files
- Oversee other varied administrative operations within the Field Services Division and Administrative Division's Logistics department, which handle lost and found, key and badge issuance, equipment maintenance, and other related duties
- Work with officers, vendors, departments, internal stakeholders and third parties
- Attend Music Center operational and/or administrative meetings as required
- Process Security department payroll in the absence of the Adjutant
- Conduct various scheduling related projects and prepare reports as directed
- Keep abreast of TMC policies and procedures
- Perform other duties as assigned

Qualifications

- Minimum three (3) years' experience in scheduling, security operations or other related field
- High School Diploma, GED, or completion of 2 years of college
- Strong oral and written communication skills that demonstrate a logical thought process
- Strong multitasking and interpersonal skills
- Ability to understand and deal sensitively and tactfully with others
- Ability to effectively respond to varied inquiries, collect and organize data from various sources
- Ability to plan, organize and set priorities effectively with other staff and keep relevant parties informed
- Knowledge of timekeeping system, preferably TMSS
- Working knowledge of California wage and hour laws

Vaccination Policy

All employees must be fully vaccinated against COVID-19, receiving either the primary 2-dose or 1-dose vaccine, and a booster dose. At The Music Center, fully vaccinated is defined as 14 days after receiving the second dose of the 2-dose vaccine (Pfizer or Moderna) or 14 days after receiving the 1-dose vaccine (Johnson & Johnson), and a 1-dose booster. Employees who have not received a booster dose are not fully vaccinated. Employees must receive the booster dose when medically eligible.

Benefits

Regular, full-time, employees are eligible for medical, dental, vision, life insurance, long-term disability insurance and flexible spending accounts beginning the first day of the month following completion of the 30-day New Hire period.

Compensation

The salary range for this position is \$65,000 - \$70,000/year.

This is a full-time exempt position; compensation package includes health and welfare benefits, paid vacation and sick days, and 401(K) plan with employer contribution.

How to Apply

To be fully considered for this position please submit a cover letter and resume.

Please click [here](#) to apply.

Equal Opportunity Employer