



Project Management Specialist, Advancement

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 Glorlya 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 currently has an immediate opening in the Advancement department for a **Project Management Specialist**.

The *Project Management Specialist* is an exciting opportunity to partner with the SVP of Advancement in planning and executing major fundraising initiatives. The role will provide crucial project management for campaign feasibility and impact studies, and for Advancement activities in celebration of The Music Center's upcoming 60th anniversary and other milestone events.

Working with the SVP of Advancement, the *Project Management Specialist* will schedule and coordinate meetings, working committees, cultivation events, and communications related to major fundraising initiatives. The *Project Management Specialist* will serve as a liaison to volunteers and executive leadership, community and campus-wide representatives, and other important key partners and stakeholders. Serving as a central information resource, the *Manager* will update calendars and project management boards to track and ensure the successful completion of identified action items.

The *Project Management Specialist* will have project management experience, strong communication and organizational skills, and the ability to activate individuals and resources to help realize aspirational Advancement goals. Candidates with non-profit and/or arts experience and appreciation are preferred.

DUTIES AND RESPONSIBILITIES:

- Oversee the execution, monitoring, and tracking of campaign/anniversary activities.
- Serve as an effective project manager to schedule and coordinate meetings and tasks related to major Advancement initiatives, including campaign feasibility and impact studies and anniversary celebration efforts.
- Partner with the SVP for Advancement to staff a steering committee. Liaise with committee members between meetings, following up on open actions and providing additional resources as necessary.
- Support the design and production of case for support materials, invitations, newsletters, presentations, reports, case for support materials, and associated communications for campaign fundraising initiatives.
- Manage the calendaring and logistics of internal and external meetings with executives and other staff, board and committee members, volunteers, community representatives, consultants, and others.
- Coordinate activities with consultants and vendors.

- Prepare/coordinate all campaign materials and correspondences: files, lists, reports, meeting notifications, agendas, minutes, and other follow-up materials promised at the meetings.
- Represent the SVP of Advancement in meetings, as needed.
- Update calendars and project management boards in an expedient manner.
- Special projects as assigned by the SVP of Advancement

REQUIREMENTS AND QUALIFICATIONS:

- Demonstrated track record of success managing multiple projects and collaborating with and coordinating multiple stakeholders.
- Knowledge of all aspects of fundraising. Five years or more of Advancement or project management experience.
- Advanced project management skills and proven analytical, critical thinking, problem-solving skills.
- Solid track record of strategic planning and implementation, preferred experience in campaign management.
- Skilled collaborator who is able to inspire and leverage broad support and participation in order to produce results.
- Outstanding communications skills and professional acumen to establish and maintain good working relationships within all organizational levels and with outside constituencies.
- Discretion, integrity, and independent judgment in managing donor and community relationships.
- Ability to work independently, manage competing priorities, and meet deadlines.
- Flexibility, creativity, and initiative required to create new opportunities.
- Proficiency in Microsoft Office Suite and other computer software skills as required.
- Familiarity with Tessitura or other donor/customer management software, as well as project management tools such as monday.com.
- Commitment to Diversity, Engagement, and Inclusion in all elements of work, including storytelling, communications content, engagement strategies, and event speakers.
- An appreciation and understanding of The Music Center's mission.
- Occasional travel and work on nights and weekends may be required.
- Non-profit and/or arts experience and appreciation preferred.

WORK WEEK SCHEDULE: Currently the Advancement Department staff practice a hybrid weekly schedule, mostly remote. However, at times will include early mornings, late nights, weekends, and holidays.

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: Salary range is commensurate with experience this is a full-time exempt position; compensation package includes health and welfare benefits, paid vacation and sick days, and 401k Plan with employer contribution.

HOW TO APPLY: Interested applicants please submit a cover letter and resume to jobs@musiccenter.org or fax to: (213) 972- 8029. ***INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED.***

EQUAL OPPORTUNTY EMPLOYER