PROFESSIONAL DEVELOPMENT COORDINATOR (PART-TIME TEMPORARY)

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, which include Walt Disney Concert Hall, Dorothy Chandler Pavilion, Ahmanson Theatre and Mark Taper Forum; 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 presents world-class dance with Glorya Kaufman Presents Dance at The Music Center, free and low-cost public concerts and events, as well as K–12 arts learning programs, workshops, performances, interactive experiences and special events. TMC Ops manages the theatres, the plaza and Grand Park, which comprise $2 billion in county assets, on behalf of the County of Los Angeles. TMC Business Services includes Advancement, Human Resources, 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.

The Music Center seeks an enthusiastic and detail-oriented individual who is eager to support teaching artists and classroom teachers in their professional development in the arts. Reporting to the Manager of Professional Development, the Professional Development Coordinator will provide support to all Music Center Education Department professional development programs, including the Teaching Artist Training program, spanning from January through April; ongoing Teaching Artist Seminars for current Music Center teaching artists; and school educator professional development programs, including the Arts Integration Symposium in July, a three-day seminar designed to strengthen the ability of teachers, principals, and district administrators to provide quality arts education for TK–12 students in Los Angeles County and beyond. This 20-hour a week position will begin in January 2023 and conclude in August 2023.

RESPONSIBILITIES:

- Duties include staffing Teaching Artist Training, including select Saturdays, and other Professional Development and events at The Music Center and in schools as needed
- Creating and assembling materials for workshop sessions
- Formatting and proofreading documents as needed
- Assisting with registration and related data entry
- Phone calls
• Follow-up tasks to track enrollment information
• Coordinating production facilities
• Compiling/editing instructional materials for publications/distribution
• Ensuring the smooth running of the workshops
• Documenting activities and events by photo and/or video
• Summarizing data from sessions and evaluation materials
• Communicating with teaching artists
• Confirming registered school team participants
• Providing general support to the Manager of Professional Development and Education Department staff
• Work evenings and weekends as required
• Other duties as assigned

REQUIREMENTS AND QUALIFICATIONS:
• High School Diploma
• 1-3 years of related experience
• Excellent interpersonal skills to work effectively with a wide variety of staff and outside representatives in the education and artistic community
• Ability to work both independently and collaboratively
• Ability to efficiently manage time and workload including effectively planning, prioritizing, and organizing
• follow-through on a variety of tasks, assignments and projects
• Detail oriented, strong initiative and self-direction
• Solutions oriented
• Ability to take initiative in carrying out responsibilities with professionalism
• Familiarity with MS Office is essential
• Zoom and Dropbox familiarity is a plus
• Experience and skills in editing, formatting, and publishing materials is preferred
• Ability to lift at least 10 pounds, un-assisted; up to 40 with assistance
• Must be dependable and possess excellent attendance and punctuality
• An interest in arts education and/or performing arts administration is a plus

WORK ENVIRONMENT:
• Hybrid, with a balance of in-person office time and remote work
• May include site visits to schools throughout LA County

WORK WEEK SCHEDULE: Currently the TMC Arts staff practice a hybrid weekly schedule; mostly remote with scheduled onsite office time/in-person meetings. Standard hours are approximately 9am-5pm Monday to Friday with adjustments to accommodate programming needs. This 20-hour a week position will begin in January 2023 and conclude in August 2023.
VACCINATION POLICY: The Music Center requires its employees to be vaccinated against COVID-19 with one booster, 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. Please contact The Music Center’s Human Resources Department for a copy of the vaccination policy.

SALARY: This is a part-time non-exempt hourly position.

HOW TO APPLY: To be considered please submit a cover letter, resume, salary requirements and a minimum of 2 references.

To apply, please click here.

EQUAL OPPORTUNITY EMPLOYER