



BOOKING MANAGER, SCHEDULING AND EVENTS

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 Scheduling and Events department for a **Booking Manager**.

The Booking Manager will oversee all aspects of relationships with prospective clients or partners seeking to rent theatre or outdoor spaces, from initial event inquiry through event close-out. Provides oversight of the work of department and Music Center staff that provide operational support for theatre rental events.

Reporting to the Director of Scheduling and Events, the position books, schedules and manages lease events at the four-theatre Music Center, including the outdoor Plaza and other rentable performance and event space. The Booking Manager will have constant contact with all Music Center internal departments including, but not limited to, Production, Security, Building Services, Guest Services, Accounting; interfaces on a regular basis with Resident Companies and on-site vendors, including Patina Catering, Parking Company of America, ABM; works directly with external rental clients, including diverse community groups. Coordinates department staff assigned to support theatre rental events; oversees annual rental receipts of \$300,000.

DUTIES AND RESPONSIBILITIES:

- Books, schedules, and manages rental events at the four-theatre Music Center and outdoor Plaza, including the short-term license agreement process for theatre or outdoor rentals and Music Center partnerships. Books outside leases using the organization's scheduling software; leads meetings and walk-throughs of performance and event spaces; drafts and issues short-term license agreements.
- Reviews and prepares contractual provisions, financial estimates, and technical specifications and any accompanying correspondence; communicates approvals or denials to clients including negotiating terms and conditions as necessary; obtains appropriate authorizing signatures, deposits, and insurance certificates; organizes and authorizes box office services; organizes and coordinates ticketing requests and monitors box office revenue for lease events; maintains current industry standards for contracts; organizes event information, disseminates information internally and coordinates operations support; performs concert and event duty; prepares and accurately finalizes financial settlements adhering to strict deadlines; ensures the adherence to Music Center policies and procedures, as well as terms and conditions of Resident Company long-term lease agreements.

- Oversees the preparation of marketing packages for summer lease events and performs final proof and approval of lease event marketing materials.
- Special projects and other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS:

- 5 years of theatre booking and/or management-related experience; or equivalent combination of education and experience. Bachelor's Degree (B.A.) from four-year College or university required.
- 3 to 5 years of experience with contract drafting and financial settlements for events preferred. Basic knowledge of collective bargaining agreements or experience working in union houses a plus.
- Ideal candidate will have experience in the following areas: contract drafting and negotiation; financial record keeping and settlements; theatre/venue operations, front of house management and guest services; box office and ticketing; concert production; classical music. This is not a special events position (e.g., wedding planner, catered event coordinator or sales).
- Strong communication skills, both verbal and written, required; excellent proofreading skills; must be a patient and effective listener; a strong team player; must communicate effectively with all levels of personnel; practices common sense. Foreign language skills a plus.
- Strong project management skills must combine attention to detail with the ability to anticipate and preempt problems. Must be able to work effectively and complete tasks under minimal direct supervision, effectively balancing initiative with keeping supervisor and colleagues informed of activities. Must be able to think through complex requests and use logic and reason to develop and propose solutions; extremely organized and detail-oriented with strong follow-through skills; must be self-motivated, displaying responsibility and ownership of work; must be able to manage, effectively prioritize and complete multiple tasks on varying projects with tight deadlines; works well under pressure and in a fast-paced environment; must keep meticulous financial records.
- Excellent customer service, telephone and public speaking skills required; must be able to communicate detailed information, in writing and by voice, clearly, succinctly, and accurately.
- Professional demeanor; excellent interpersonal and diplomacy skills; ability to influence others; strong emotional intelligence to relate well to people inside and outside the organization, including diverse community groups.
- Must be highly dependable and committed to working a flexible work schedule, including evenings, weekends, and holidays
- Skilled in computer use; Word, Excel, and Outlook required; PowerPoint, Artifax, Tessitura, Trello and Vectorworks experience preferred. Tech savvy a plus.
- Physical requirement includes ability to stand or stay on feet for extended periods of time of one or more hours.

WORK WEEK SCHEDULE: Currently the Events and Scheduling staff practice a hybrid weekly schedule, mostly remote. The Booking Manager position will be expected to work onsite to conduct walk throughs and to work the events which can 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 \$50,000-55,000 this is a full-time non-exempt position; the position is eligible for over time; **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.

EQUAL OPPORTUNITY EMPLOYER