



## **Production Project 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, which include Walt Disney Concert Hall, Dorothy Chandler Pavilion, Ahmanson Theatre and Mark Taper Forum; on Jerry Moss Plaza; outside at Gloria Molina 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 Gloria 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, Tech Services, 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.

### **Position Summary:**

The Music Center, Los Angeles County's premier performing arts center, is seeking an experienced and highly motivated team player and production professional with strong project leadership skills to join the TMC Operations Production team. This individual will be responsible for facilitating and executing capital improvement projects, maintaining and repairing theatrical systems, and managing productions.

Reporting directly to The Music Center's Director of Production, the Production/Project Manager will lead the execution of all Music Center Production Projects, aligning with The Music Center's core values. The Production/Project Manager will collaborate closely with other departments within TMC Ops (Engineering, Security, Scheduling and Events) and TMC Arts Producing, as well as with external vendors, to achieve project goals and meet the needs of all stakeholders involved in a production or event.

### **Key Responsibilities:**

The Production/Project Manager is responsible for overall project planning, including creating estimates and budgets, developing and managing project timelines with vendors, crew, and scheduling departments, and supervising onsite execution to ensure projects are completed on

time and within budget. In this role, the Production Project Manager is expected to bring both their experience and innovative thinking to the team, engaging with the most appropriate vendors and production partners for each project. Additionally, the Production Project Manager will collaborate with the other Production Manager in the department to manage lease events, ensuring seamless coordination and execution.

### Production & Project Management

- Strategically oversees all assigned production projects and Events.
- Leads both the planning and implementation of all assigned projects and events including the creation of project timelines, budgeting and estimating, staffing workflows, chairing production meetings and delivering notes and reports.
- Ideates and innovates processes for production and event management in order to streamline all efforts and support partners and colleagues, executing several workflows including pre-project logistics planning, production scheduling, onsite execution, as well as post-project wrap up, post-mortem/analysis, and institutional documentation.
- Communicates and collaborates with internal cross-functional teams and stakeholders to drive alignment and execution of project deliverables.
- Communicates and coordinates project expectations and conditions of satisfaction with all project stakeholders.
- Collaborates with the TMC Arts Producing Department on production coordination and site support for co-presentations.
- Creates event layouts, production schedules, vendor timelines, vendor on-boarding docs, etc.
- Collaborates with TMC Ops management and Safety and Security to ensure that events comply with all regulatory permitting (LAFD, Building and Safety, Los Angeles County Department of Public Health, etc.)
- Delivers high-quality productions on budget, adjusting expenses as needed, and follows all safety and ADA rules.

### Vendors/Suppliers

- Procures top-line production subcontractors, production vendors and production staffing for projects (e.g. Facility equipment, video, lighting, audio)
- Maintains established vendor relationships; schedules, coordinates and facilitates vendors and contractors with all campus stakeholders.

## Partnerships

- Collaborates in project management, resource and information sharing and inventory with The Music Center Producing, Production, and Resident Company departments.
- Communicates, coordinates and collaborates with internal and external partners, including Los Angeles County, and diverse event presenting partners drawn from across the spectrum of arts and culture organizations in Los Angeles.

## Events

- Meet with clients to conduct walkthroughs and understand event requirements
- Develop budget estimates based on client needs and event specifications
- Assemble and coordinate the appropriate number of crew members for the event
- Supervise the event in real-time to ensure smooth execution and address any issues that arise
- Handle final billing and financial reconciliation after the event

## Other

- Oversees The Music Center's production inventory including ongoing maintenance of existing systems as well as new inventory acquisition. This includes overseeing all theatrical systems across all venues on The Music Center campus.
- Performs other duties as required in the scope of the job as designated by the Director of Production.

## **Qualifications:**

The Music Center is seeking an accomplished Project Production Manager with a minimum of 10 years of demonstrated experience and minimum of three years of live event production management experience. The ideal candidate will have a proven aptitude to lead complex projects and events working with diverse teams. This person needs to be an excellent communicator and team player, knowing how to lead projects, support staff members and advise and collaborate with all stakeholders and other team leaders. This person should have managerial experience executing large-scale permanent installation of theatrical systems and working closely with global system vendors, theatrical production equipment suppliers, vendors and contractors. The ideal candidate will be mission- and values-driven, demonstrating commitment to collaboration, partnership and excellence in project execution.

- Minimum of five years of project management and system installations and/or permanent installations in a commercial environment.

- Minimum of three years' live event production management experience with demonstrated leadership.
- Experience in creating and mounting project installations, events and productions.
- Meticulous record keeping, production estimating and budgeting skills. Attention to detail is a must.
- Flexibility in execution methods, knowing that projects change as they develop.
- Able to work effectively in collaboration with diverse groups of people, communicate at the highest level and manage wide-ranging and complex projects.
- Knowledge of best practices and cutting-edge technological developments.
- Knowledge of local vendors and subcontractors.
- Proficient in reading architectural plans, riser diagrams, M.P.E plans and structural reviews.
- Experience working directly with production and equipment shops.
- Experience managing and coordinating permanent or semi-permanent installations.
- Familiarity with regulatory permitting, inspections and approvals.
- Experience creating theatrical system designs, system layouts and installations.
- Proficiency operating and navigating in AutoCAD and VectorWorks.
- Experience managing and supervising direct reports.
- Proactive and self-directed professional with excellent follow-through and time-management skills.
- Critical thinker and problem-solver with strong management and negotiation skills.
- Demonstrates the highest level of poise and maturity in communication, flexibility, and the ability to multi-task in a fast-moving environment, and resourcefulness in setting priorities and partnering with a dynamic and small team.
- Exercises considerable independence and initiative in the performance of responsibilities.

#### Other

- Requires a flexible schedule; must be able to work on weeknights, weekends and holidays.

- Must be able to work in different work environments to include office as well as work outside exposed to prevailing weather conditions for special events.
- Experience in the arts and culture sectors is highly preferred.
- Knowledge of live event production video and multi-media practices preferred.
- Experience with digital production strongly preferred.

**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 against COVID-19, receiving either the primary 2-dose or 1-dose vaccine. 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 (J&J). Please contact The Music Center's Human Resources Department for a copy of the vaccination policy.

**Pay Range:** \$32/hour - \$39/hour. This is a full-time Non-Exempt hourly position. Compensation package includes medical, dental and vision health plans, welfare insurance benefits, 401 (k) plan, as well as generous vacation and sick days.

The weekly administrative schedule is 35 hours per week. Standard nonproduction hours are approximately 9-5 M-F. Production and Project management hours are consistent with large scale events and project schedules with early and late hours, weekends and holidays required. As an hourly position, this role is eligible for overtime pay.

To apply, please click [here](#).

Please submit a cover letter and resume. Incomplete submissions will not be considered.

**EQUAL OPPORTUNITY EMPLOYER**