



PROGRAMMING COORDINATOR, GRAND PARK

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 Glorja 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 (Performing Arts Center of Los Angeles County or TMC) seeks an energetic and initiative-taking Program Coordinator to join the Grand Park team. Grand Park is part of TMC Arts, the programming division of TMC.

TMC Arts, The Music Center's programming engine, provides year-round programming across multiple departments (including Grand Park) that shares engagement as the driving curatorial value—providing artistic experiences that are relevant to Los Angeles' diverse communities and aligned with its fundamental civic responsibility as stewards of public funding and public space. The Program Coordinator helps to achieve The Music Center's mission of deepening the cultural life of every Angeleno and further Grand Park's vital role as LA's Park For Everyone.

Grand Park presents free year-round programming including fitness/wellness programs, weekly lunchtime food trucks, theatrical and dance presentations, site-specific performances, music events, holiday celebrations, video and art installations, and mid-size events, often in collaboration with community partners. Grand Park also produces large scale events for up to 75,000 guests with multiple stages, pyrotechnics/fireworks, and large-scale projection. Live, in-person event programming in 2022-23 will return to pre-pandemic levels over the coming months, including 10-15 mid-sized events, 2-3 large scale events, 1-2 co-productions, and year-round small-scale programs. Some live programs will have a corresponding live stream and/or other digital companion program.

Reporting directly to the Grand Park Senior Program Manager, the **Programming Coordinator** supports the programming aspects of Grand Park events and programs. Key responsibilities center on assisting the Sr. Program Manager with all aspects of planning and execution for year-round park programming. Additionally, this individual will support the programming team with various administrative duties. Through this work, the Programming Coordinator will play a critical role in helping to build the park's renown as a producer of the highest quality, safest and most innovative public free programs in Los Angeles County.

DUTIES AND RESPONSIBILITIES:

Supports Grand Park programs from design through execution including but not limited to:

- Provide administrative, organizational, research, and coordination support in conceptual, programmatic and execution ideation of Grand Park programs

- Research programming ideas supporting concepting and ideation including but not limited to artists and community partners.
- Tracks and supports programming goals from ideation to execution.
- Creates and supervises project timelines, workflows, and other program coordination documents.
- Monitors and tracks impact measure and management of programs.
- Creates frameworks and templates to best support the documentation of programs.
- Acts as artist/partner liaison (scheduling, parking, credentials, meals, etc.).
- Acts as onsite event staff participating in artist liaison duties, coordinating programming assistants, event load-in, load-out, and event execution including but not limited to signage, fencing setup, etc.
- Administers artist contracts, payments, insurance.
- Assists Senior Program Manager with part-time staff: scheduling, timecards, parking, etc.
- Coordinates vendor, artist, and partner meetings.
- Acts as liaison for information flow between programming, marketing, and production teams to support programming's effective framework, input, and execution of programming team's work.
- Performs certain administrative duties in support of Grand Park team including:
 - Collecting timecards, preparing meeting agendas, taking, and distributing meeting minutes, preparing expense reports, meeting scheduling, miscellaneous communication, making travel arrangements, etc.
 - Maintains databases of artists, attendance, vendors, part-time staff, event documentation, etc.
 - Works closely with the Senior Program Manager as well as larger Grand Park team to support all park endeavors, including Grand Park rentals as needed and available.
 - Maintains positive relationships with all levels of Music Center and Grand Park staff, as well as key external stakeholders and partners.
 - Keeps the Senior Program Manager informed of work progress and potential problems as well as innovative solutions to address problems.
 - Performs other duties as required as assigned.

REQUIREMENTS AND QUALIFICATIONS:

- A minimum of 2 years of arts, event, or project management experience and/or training; or equivalent combination of education and experience.
- Demonstrates cultural sensitivity, competency, and fluency in working in collaboration with diverse communities.
- Strong project coordination; must be accurate; meet all deadlines although some may have competing deadlines; excellent follow-through.
- Able to work independently and collaboratively on multiple projects at the same time.
- Possess strong time management skills to efficiently manage time and workload including effectively planning, prioritizing, and organizing, follow-through on a variety of tasks, assignments, and projects, and resourcefulness in problem solving.
- Mature learner with an elevated level of emotional intelligence that effectively navigates within a demanding environment.
- Must be an approachable people-person with strong listening and communication skills, both verbal and written with strong editing skills.
- Comfortable working with data; preparation of ad hoc and routine reports.
- Proficient in technology and technology-based communications, skilled in computer use: Word, Excel, PowerPoint, Access, and Outlook, required.
- Bi-lingual English and Spanish, helpful.
- Familiarity with the Los Angeles arts and cultural sector a plus.
- Must be able to work flexible schedule to include frequent working evenings, weekends, and holidays.
- Physical requirements include the ability to lift and move unassisted up to forty pounds; including the ability to stand/walk for extended periods of time.
- Must have a reliable source of transportation.

WORK WEEK SCHEDULE: Currently TMC Arts staff practice a hybrid weekly schedule, mostly remote with scheduled onsite team meetings, and work on-site in person for live events.

The weekly administrative schedule is 35 hours per week; standard business hours are approximately 9:00 a.m. to 5:00 p.m., to accommodate programing needs. Most events are nights and on weekends.

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 \$40,000.00 to \$45,000.00 commensurate with experience; this is a Full-Time, Non-Exempt/Hourly 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 OPPORTUNTY EMPLOYER