



Occupational Health and Safety 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—Walt Disney Concert Hall, Dorothy Chandler Pavilion, Ahmanson Theatre and Mark Taper Forum. Year-round programming is also provided 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 showcases world-class dance with *Glorya Kaufman Presents Dance at The Music Center*; and offers free and low-cost public concerts, K–12 arts learning programs, workshops, performances, interactive experiences and special events. TMC Ops, on behalf of the County of Los Angeles, manages the theatres, plaza and Grand Park, which comprises \$2 billion in county assets. TMC Business Services includes Advancement, People and Culture, 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.

Job Summary

The Occupational Health and Safety Manager directs, monitors, implements and enforces occupational health and safety programs to ensure the physical assets, employees and guests of The Music Center complex and its resident companies are protected, secure and healthful, while meeting government and regulatory requirements.

Working under direction of the Director of Security and Life Safety, the Occupational Health and Safety Manager collaborates with C-suite, legal counsel, People & Culture, Resident Companies, Building Services, Engineering, Production, insurance companies, and maintains regular contact with the Los Angeles County Risk Management office and regulatory agencies.

Duties and Responsibilities

- Develop, implement, update and audit a proactive safety program to ensure the protection of Walt Disney Concert Hall, Dorothy Chandler Pavilion, Jerry Moss Plaza, Mark Taper Forum, Ahmanson Theatre Grand Park and the Annex.
- In conjunction with the Director of Security and Life Safety, People & Culture, Directors of the Music Center, Los Angeles Philharmonic, Los Angeles Opera and Center Theater Group will develop and implement individual Injury and Illness Prevention Programs to comply with Title 8 (CCR) and other applicable Federal and State requirements, including but not limited to hazard

assessment and inspection procedures, employee training and documentation programs, safety meetings and correction action programs to effectively control accidents and health exposure issues campus wide and statistical reporting.

- Maintain and update The Music Center's Injury Illness Prevention Program, Hazard Communication Plan, Certificate of Insurance database and enforce requirements.
- Maintain records and documentation of all safety related matters, hazardous materials, UL mark accreditation, support to Building Services, and potential other safety related certificates.
- Handle claims and maintain general liability claim run loss records.
- Handle OSHA regulations and standards including compliance, inspections and citations.
- Evaluate hazardous conditions and develop hazardous control practices and programs.
- Maintain OSHA 300 and other applicable injury documentation.
- Coordinate and oversee with the Engineering and Production departments on the SB198 program, forklift operation, electric cart safety training including lock-out safety procedures; and Asbestos Awareness Program including overseeing the medical and respiratory examine.
- Administer Worker's Compensation for The Music Center including claim administration, investigation of accidents, prepare reports, maintain reports and logs
- Working closely with People & Culture for office workplace ergonomic evaluations.
- Maintain all safety-related master files including incident reports, investigations; logs; training and compliance documentation.
- Primary Life Safety Owner for OSHA Compliance
- Pandemic planning and response.
- Provide AED, CPR and First Aid program maintenance and classes either personally or through a vendor
- Maintain relationships and partnerships with city, county, and statewide public and private agencies or organizations responsible for emergency planning and response.
- Participate in providing information during audits as it relates to the function of the Occupational Health and Safety Manager
- Be available days, nights, weekends and holidays
- Stay abreast of TMC policies and procedures
- Perform other duties as assigned.

Qualifications

- Bachelor's degree (B.S.) in Occupational Health and Safety or other related field
- Minimum five (5) years' professional experience in implementation and risk assessment assignment; multi-site environment experience preferred; or equivalent combination of education and work experience
- Safety certification preferred (ASP, CSP, CSM)
- Excellent oral and written communication skills
- Strong critical thinking and effective decision-making skills
- Excellent leadership, interpersonal and presentation skills
- Proven ability to develop effective relationships across divisional lines
- Proficient in Microsoft Office
- Experience in a performing arts environment, preferred.

Vaccination Policy

All employees must be fully vaccinated against COVID-19, receiving either the primary 2-dose or 1-dose vaccine, and a booster dose. 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 (Johnson & Johnson), and a 1-dose booster. Employees who have not received a booster dose are not fully vaccinated. Employees must receive the booster dose when medically eligible.

Benefits

Regular, full-time, employees are eligible for medical, dental, vision, life insurance, long-term disability insurance and flexible spending accounts beginning the first day of the month following completion of the 30-day New Hire period.

Compensation

The salary range for this position is \$94,000 - \$100,000/year.

This is a full-time exempt position; compensation package includes health and welfare benefits, paid vacation and sick days, 401(K) plan with employer contribution.

How to Apply

To be fully considered for this position please submit a cover letter, resume and salary expectation.

Please click [here](#) to apply.

Equal Opportunity Employer