



Production Project Manager

The Music Center convenes artists, communities, and ideas with the goal of deepening the cultural lives of every resident of Los Angeles County. The non-profit performing arts organization has two divisions: TMC Arts and TMC Ops. TMC Arts, The Music Center's programming engine, provides year-round programming throughout the campus including The Music Center's four theatres, Jerry Moss Plaza, Grand Park, and in schools and other locations all over Los Angeles County. TMC Ops manages and maintains the infrastructure and systems that serve the theaters (Ahmanson, Mark Taper Forum, Dorothy Chandler Pavilion, Walt Disney Concert Hall), Jerry Moss Plaza, and Grand Park on behalf of the County of Los Angeles. The Music Center is also home to four world renowned resident companies—Center Theatre Group, Los Angeles Master Chorale, Los Angeles Opera Company and The Los Angeles

The Music Center, Los Angeles County's premier performing arts center, is seeking an experienced highly resourceful team player and production professional with strong project leadership skills to join the TMC Ops Production team. This individual helps facilitate and execute capital improvement projects, theatrical system maintenance and repairs, and productions.

Reporting directly to The Music Center's Director of Production, the **Production Project Manager** leads project execution for all Music Center Production Projects, working in alignment with The Music Center's values. The Production Project Manager works closely with other internal departments within TMC Ops (Engineering, Security, Scheduling and Events), our Resident Companies, our Local 33 IA Theater House Heads, and outside vendors to accomplish the goals of projects and address the needs of all stakeholders involved with a production, project, or event. Philharmonic.

Duties and Responsibilities:

The Production Project Manager is responsible for overall project planning; creating estimates and budgets; developing and managing project timelines with vendors, crew and scheduling departments; and supervising onsite execution on time and on budget. In this role, they are. The Production Project Manager is expected to offer both their experience and new thinking to the team and engages with the most appropriate vendors and production partners for each project.

Production Project Management

- Strategically oversees all assigned production projects.
- Leads both plan and implementation for all assigned production projects 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 compliance officer to ensure that events comply with all regulatory permitting (LAFD, Building and Safety, Los Angeles County Department of Public Health, etc.)
- Delivers production elements for events at the highest quality on budget, tailoring production and operations expenses as needed and codes and follow all public safety orders and ADA specifications.

Vendors\Suppliers

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

Partnerships

- Collaborates in project management, resource and information sharing and inventory with The Music Center Producing and Production 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.

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.

Requirements and 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 and to taking ownership of projects and production operations. This person will be an excellent communicator and team player, knowing how to lead projects, support staff and advise and collaborate with all stakeholders and other team leaders. This person will have managerial project experience executing large scale permanent installation of theatrical systems and working closely with global system vendors, theatrical production equipment suppliers, vendors, and contractors. This person will be mission and values driven, demonstrating commitment to collaboration, partnership, and project execution.

- Minimum of six years of experience in Project Management or Technical Direction leading large commercial projects or events, and/or system installations, permanent installations preferably in a commercial environment, roles in Production Stage Management, Technical Supervision\Direction, Company Management or other Leadership roles on touring productions, live events, amusement parks, corporate events Etc., preferred.
- Leadership experience creating, mounting, and presenting productions or project installations, events, and productions.
- Proactive and self-directed professional with excellent follow-through and time-management skills, and an entrepreneurial work ethic.
- Meticulous record keeping, production estimating, budgeting skills, and project documentation skills.

- Able to work effectively in collaboration with diverse groups of people, concise communication and leadership skills managing a variety of complex projects.
- Knowledge of best practices and cutting-edge technological developments.
- Knowledge of local vendors and subcontractors, preferred.
- 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.
- Critical thinker and problem-solver with strong management and negotiation skills.
- Experience creating theatrical system designs, system layouts and installations.
- Proficiency with the Microsoft Ecosystem, specifically Teams, SharePoint, and OneNote
- Proficiency operating and navigating in AutoCAD and Vector Works.
- Experience managing and supervising direct reports.
- Exercises considerable independence and initiative in the performance of responsibilities.
- Requires a flexible schedule, must be able to work on weeknights, weekends and holidays when required.
- 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.
- Knowledge of modern Theatrical System controls and communication protocol, preferred
- Experience with digital production. preferred.

SALARY: Commensurate with experience this is s an hourly position, this role is eligible for daily and weekly overtime pay. Compensation package includes medical, dental and vision health plans, welfare insurance benefits, 401k plan, as well as generous vacation and sick days. This is a full-time non-exempt hourly position paid a weekly salary for 35 hours per week plus additional hours worked. Standard hours are approximately 9-5 M-F with adjustments to accommodate project and event production needs, daily and weekly work hours will vary.

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. Fully vaccinated is defined as 14 days after having received the 2-dose, or 1-dose COVID-19 vaccine and at least one booster dose. Newly hired employees must receive the COVID-19 vaccine no later than 60 days after hire. Unvaccinated new hires will be required to submit weekly proof of a negative COVID-19 laboratory test and submit to additional masking and social distancing requirements until they are fully vaccinated.

HOW TO APPLY: **To be fully considered, please submit a cover letter, resume and references to jobs@musiccenter.org by October 15th, 2022.**

EQUAL OPPORTUNITY EMPLOYER