



Manager, Occupational Health and Safety

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 seeks an Occupational Health and Safety Manager, to direct, monitor, and implement occupational health and safety programs to ensure that the physical assets, employees and guests of The Music Center complex and its resident companies are protected, secure and healthy, while meeting government and regulatory requirements.

Working under the 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.

Key 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.
- Maintain accounts with regulatory agencies, to include California Environmental Reporting System (CERS), California Department of Tax and Fee Administration (CDTFA), Department of Toxic Substances Control (DTSC) and the Office of the State Fire Marshal
- Perform monthly site-wide Life Safety inspections.
- File general liability claims and act as the main point of contact/liaison with various insurance agencies, as well as facilitate site inspections with insurance agencies relative to safety and injury claims.
- claims and maintain general liability claim run loss records.
- Address OSHA regulations and standards including compliance, inspections and citations.
- Evaluate hazardous conditions and develop hazardous control practices and programs.
- Assist People and Culture's maintenance of an OSHA 300 Log and other applicable injury documents.
- 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
- 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
- Work nights, weekends and holidays as needed
- Stay abreast of TMC policies and procedures
- Perform other duties as assigned.

Required Skills/Abilities:

- 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.

Education and Experience:

- Bachelor's degree (B.S.) in Occupational Health and Safety or other related field
- Professional experience in implementation and risk assessment assignment preferred; multi-site environment experience preferred; or equivalent combination of education and work experience

Physical Requirements:

- Requires occasional standing
- Requires frequent walking
- Requires frequent sitting
- Requires occasional bending and twisting at the neck and waist
- Requires occasional squatting, climbing, kneeling and crawling
- Requires frequent and repetitive use of hands
- Requires frequent gross and fine manipulation by hands
- Requires occasional pushing, pulling and lifting over 25 pounds
- Requires occasional reaching above, at and below shoulder level
- Requires occasional keyboarding with both hands
- Requires near, far, peripheral and color vision
- Requires ability to hear, understand and distinguish speech
- Requires ability to express or exchange ideas by means of spoken word

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.

Work Schedule: The administrative schedule is 35 hours per week, approximately 9 am – 5 pm Monday to Friday, with adjustments to accommodate special events and activities. Currently, The Music Center practices a hybrid (remote with scheduled onsite team days) weekly schedule and work onsite/in person for live events, which may require on-site support. This scenario may change and is also subject to the responsibilities of the position.

Salary: The salary range for this position is \$80,500 - \$115,000 a year. This is a full-time, exempt position. Compensation package includes medical, dental and vision health plans, welfare insurance benefits, a 401(k) plan with employer contribution, and paid vacation and sick days.

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

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

EQUAL OPPORTUNITY EMPLOYER