



## **Event Operations Coordinator, Scheduling & Events**

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 \$80 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; and in schools and neighborhoods all over Los Angeles County. 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, Jerry Moss Plaza and Gloria Molina Grand Park, which comprise \$3 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 Event Operations Coordinator to support the Scheduling & Events department within The Music Center's Operations Division (TMC Ops). This role assists in the planning and execution of events, coordinating events of various sizes and complexity across campus, while simultaneously organizing multiple events in various stages of completion. The Event Operations Coordinator ensures effective communication with clients and stakeholders and arranges operational deliverables on the day of the event with a collaborative spirit. The position shares responsibility with the department for maintaining the Master Calendar, managing space usage, and tracking event estimates and actual costs.

### **Key Responsibilities:**

- Assist in event planning, event logistics, and on-site event duty to ensure smooth execution.
- Coordinate operational oversight and troubleshooting prior to and during events.
- Maintain effective communication with internal and external stakeholders, including Resident Companies, event planners, and regulatory agencies.
- Process space usage requests with accuracy and timeliness.
- Generate event orders and add event details into the database system efficiently.
- Conduct event cost estimates and track changes as event plans evolve.
- Develop usher staffing plans and coordinate operational department support.
- Conduct pre-event inspections to ensure compliance with fire codes, safety, and proper setup.
- Perform event duty, acting as the main point of contact for event stakeholders.
- Ensure proper load-in/setup and load-out/breakdown of events.
- Maintain event files, including operational needs and debrief notes.



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- Support the department in updating the campus Master Calendar.
- Communicate and escalate issues to supervisors.
- Work early mornings, evenings, weekends, and holidays as needed.

#### **Required Skills/Abilities:**

- 3+ years of experience in event planning and execution at a multi-use facility.
- Strong project management skills with attention to detail.
- Familiarity with local fire and occupancy codes preferred.
- Excellent verbal and written communication skills.
- Strong interpersonal and customer service skills.
- Proficient with Microsoft Office Suite and database management.
- Ability to work independently and collaboratively in a fast-paced environment.
- Must be highly dependable, punctual, and able to work a flexible schedule.

#### **Education and Experience:**

- High school diploma or equivalent required.
- At least 3 years of related experience required.

#### **Physical Requirements:**

- Ability to stand for extended periods.
- Ability to work outdoors in various weather conditions.
- Must be able to lift up to 15 pounds unassisted.

#### **Work Schedule:**

The Scheduling & Events department operates on a hybrid schedule. The Event Operations Coordinator is required to be onsite for assigned events and share weekly onsite office coverage with the rest of the department for normal business hours (Monday-Friday, 9am-5pm). Additional time on campus may be required during onboarding.

Compensation package includes medical, dental, and vision plans, sick and vacation accruals, and a 401(k) savings plan with employer contribution.

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

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