

The Los Angeles Philharmonic Association is looking for an Advertising Coordinator

Founded in 1919, the Los Angeles Philharmonic Association's mission is to perform, present, and promote music in its varied forms at the highest level of excellence to a diverse and large audience, both at the Walt Disney Concert Hall and the Hollywood Bowl. The Los Angeles Philharmonic Association is dedicated to continuing its pre-eminent status in the music world of the 21st century.

Position Summary:

The Advertising Coordinator candidate is a proven team player that works with external partners, internal leadership and cross-functional teams to deliver results. This person should be passionate about inspiring and engaging our target audiences, supporting attendance to our events at Walt Disney Concert Hall, Hollywood Bowl and beyond.

Position Elements:

- Assist in the ideation and plan development for Walt Disney Concert Hall and Hollywood Bowl
- Work with outside agency teams; providing plan direction, asset delivery and requesting updated media schedules/spending summaries
- Implement Marketing plan updates specific to advertising and promotions
- Manage creative production timelines between external agencies and Creative Services
- Asset delivery to direct media vendors and promotional partners
- Maintain promotions sponsorship spreadsheet
- Assist in media buys with direct media vendors; coordinating the signing and checking of insertion orders, providing creative direction
- Provide creative direction to Creative Services for the production of print ads, outdoor ads and digital assets
- Manage Director, Marketing's schedule
- Assist in scheduling of vendor and agency meetings
- Attend agency and vendor meetings
- Coordinate TV promotions
- Manage on-site digital screen content
- Assist in budget tracking and logging of invoices
- Other duties as required

Position Requirements:

- Ability to juggle projects across multiple seasons, platforms, and channels
- Flexibility; the desire to pivot tactics in real-time
- Excellent written and verbal communication skills
- Proficient in Excel

How to apply:

Complete the online application by clicking [here](#).

- Complete the application with all pertinent information.
- At the end of the application, a confirmation page will appear when your submission has been successful

The Los Angeles Philharmonic Association will consider for employment qualified Applicants with Criminal Histories in a manner consistent with the requirements of the FCIHO.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the Los Angeles Philharmonic Association's policy to provide equal employment opportunity for all applicants and employees. The Association does not discriminate on the basis of race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information, genetic information, marital status, gender, gender identity, gender expression, military status, veteran status, or any other basis protected by federal, state, or local law. Consistent with the law, the Association also provides reasonable accommodation for disabled applicants and employees in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act, for pregnant employees who request an accommodation with the advice of their health care providers, for pregnancy, childbirth or related medical conditions; for employees who are victims of domestic violence, sexual assault or stalking; and for applicants and employees based on their religious beliefs and practices.