

The Los Angeles Philharmonic Association is currently seeking a: Administrative Coordinator, YOLA

Founded in 1919, the Los Angeles Philharmonic Association presents, and promotes the performing arts in its varied forms at the highest level of excellence to a diverse and large audience, at Walt Disney Concert Hall, the Hollywood Bowl, and The Ford.

YOLA is the signature program of Los Angeles Philharmonic Music and Artistic Director Gustavo Dudamel. YOLA is inspired by El Sistema, the Venezuelan music education system that provides half a million children with free musical instruments and intensive musical instruction. Central to YOLA's mission is the promotion of healthy growth and development through the study, practice and performance of music. Simultaneously, YOLA positively invests in each child's development as a musical ambassador of peace, hope, and understanding amongst a diverse population of cultures, backgrounds and beliefs. YOLA currently serves more than 1,500 students from elementary, middle, and high schools across Los Angeles County.

Position Summary:

Responsible for supporting the work of our YOLA Sites. The Administrative Coordinator, YOLA is an essential team member that supports the operational processes for the YOLA program. This position works in collaboration with the Senior Manager, YOLA and Director, Beckmen YOLA Center in the management of day-to-day systems, operations, and logistical coordination. Specifically, the Administrative Coordinator will have oversight of administrative duties related to cross-site initiatives as well as the coordination of instrument inventory across all YOLA programs.

Hours for this position will range between 20 - 29 hours per week.

Position Elements:

Administrative:

- Provide administrative support to cross-site YOLA programs and initiatives
- Serve as the point of contact for YOLA inquiries and support the operational infrastructure for YOLA programming
- Manage all YOLA program digital assets
- Serve as point of contact for processing department invoices, department mailings and office supplies, etc. and liaising with other LA Phil departments as needed
- Coordinate the creation of schedules, databases/lists, production and event running orders
- Maintain confidentiality of sensitive institutional information.
- Order and ensure supplies arrive for YOLA events and programs
- Assist Learning staff as needed, supporting company-wide educational and community initiatives and related communications, pre-concert and concert duty, etc.

Instrument Coordination:

- Coordinate instrument inventory, purchasing, and repairs requests
- Collaborate with YOLA site staff to maintain accurate inventory, assignment, and security of musical instruments and related equipment
- Assist in vendor selection and negotiating the best possible rates and terms

- Maintain documentation of work orders, completed repairs, and instruments sent to vendors
- Advise on the purchase of instruments and equipment as requested
- Actively research and understand the market of student musical instruments
- Coordinate delivery of instruments and supplies frequently to various YOLA sites

Communication:

- Coordinate and schedule appointments, meetings, and maintain all meeting minutes
- Act as the primary contact for instrument and supply needs for our YOLA sites
- Collaborate with Associate Director, Learning, to prepare and proofread communication pieces including presentations, newsletters, talking points, information for web and social media, and marketing pieces for YOLA
- Communicate effectively in written and verbal form with key internal and external stakeholders

Interacts with:

- YOLA Site Leadership, Teaching Artists, Musicians and Families
- Learning Department, LA Phil
- Community Partners
- Internal and External Stakeholders

Position Requirements:

- College education in music performance, education, administration, human services or social work, or equivalent work experience in one of these fields
- Appreciation for and knowledge of music (orchestral and/or choral)
- Fluency in all Microsoft suites components and remote working tools (Slack, Google, Zoom, etc.)
- Strong organizational skills; detail oriented
- Ability to work effectively and respectfully with a wide range of constituencies in a diverse community and fast-paced environment
- Superior written and verbal communication skills
- Experience or background in repair and maintenance of a variety of musical instruments, with a strong preference for string instrument experience
- A driver's license and ability to travel between YOLA sites
- Dedication and commitment to engage in and promote diversity, equity, and inclusion within the staff, vendors, and within interactions with the surrounding community is a must
- Secondary language fluency is a plus

COVID Workplace Safety Requirements

This position will require you to interact with employees, patrons, vendors and others who may or may not be vaccinated or recently tested. You will be required to wear personal protection equipment (PPE) required by the LA County Department of Public Health protocols and the LA Phil. You agree to comply at all times with the LA Phil's COVID-19 Prevention Plan, including testing and vaccination requirements.

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

The Los Angeles Philharmonic Association embraces and is committed to diversity and inclusion within our staff, musicians, guest artists, audiences, and surrounding communities. 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.