

The Los Angeles Philharmonic Association is currently seeking a: Artist Department Intern

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.

Position Summary:

The Artist Department Intern, reporting to the Assistant Manager, Artistic Planning and Humanities, will assist in all aspects of artist logistical arrangements for LA Phil productions at the Hollywood Bowl and the Ford during its Centennial Season. A large part of their work will include coordinating the daily driving schedule, collecting, and compiling information about LA Philharmonic guest artists and assisting with artist travel, hospitality, and ticket needs. This position will work approximately 40 hours a week from June through August.

Position Elements:

- Coordinate daily driving schedule for driving staff, in conjunction with Artist Department and Presentations staff.
- Assist department staff with arrangements for guest artists, including travel and hotel arrangements; rehearsal and performance schedules; ticketing and parking needs; backstage hospitality orders.
- Assist with the compilation of a database of all LA Phil guest artists.
- Assist with the collection of biographical information, performance reviews, and other information essential for foreign artist visa applications.
- Work with LA Phil staff, travel agents, car rental companies, artists, artist management, hotel staff, and other related individuals in a manner that fosters and maintains positive working relationships.
- Answer Artist Department phones in a professional manner and promptly distribute messages.
- Assist department staff with maintenance of artist files.
- Intern will not be required to work concert duty. However, at the discretion of the Assistant Manager, Artistic Planning and Humanities they may be given additional artist-related responsibilities on a few productions, which may include concert duty.
- Assist in productions at the Hollywood Bowl featuring community artists and ensembles.
- Support Artistic/Presentations staff on digital and media productions as required.
- Other duties as assigned.

Position Requirements:

- Must be highly organized, accurate, and detail oriented.
- Must be reliable, focused, and self-motivated.
- Must be able to multi-task and meet deadlines.
- Should possess strong oral and written communication skills.
- Should be a team player with the ability to remain calm under pressure.
- Must be computer literate (Word, Excel, Outlook, Internet).
- Should have an ambition to learn about concert production and artist/orchestra management.
- Passion about music and the arts is a plus.
- Ability to maintain confidentiality and handle sensitive situations with excellent judgment and discretion.

- 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.