

The Los Angeles Philharmonic Association is currently seeking an: Artist Liaison

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:

Coordinate all logistics as they pertain to visiting soloists, conductors, cover conductors, composers, visiting orchestras and ensembles. Maintain professional relationships with guest artists, managers and vendors as well as coordinate all activities related to artists as assigned to ensure conditions necessary for successful rehearsals and performances. Support the Manager of Artist Services and the Artistic Administrator as needed.

Position Elements:

- As assigned coordinate schedules for guest artists appearing with the Los Angeles Philharmonic Association, including LA Philharmonic subscription concerts, recitals, and presentations at Walt Disney Concert Hall and the Hollywood Bowl.
- Coordinate all artist travel, flight, hotel, transportation and any additional arrangements including master classes, donor events, and CD signings as assigned by Manager of Artist Services.
- Assist with management of part-time driving staff including hiring, training, organizing schedule, assisting with emergencies and maintaining LAPA vehicles as well as renting additional vehicles as needed. Participate in artist transportation by driving LAPA vehicles as needed, ensuring safe and timely service.
- Attend to the needs of the Music Director, conductors, cover conductors, soloists and composers during rehearsals and performances including maintaining backstage and dressing room areas and fulfilling all hospitality requests.
- In coordination with Manager of Artist Services establish and maintain relationships with hotels, limousine companies, car rental companies, and other vendors.
- Arrange for artists and visiting orchestras to receive contracted items (fees, expense checks, per diem, etc.).
- Coordinate all paid and complimentary ticket requests for artists, managers, and Artist Department guests.
- Participate in production meetings and collaborate with artistic and production staff. Liaise between artists and production staff to confirm piano selections, rehearsal times and spaces and on-stage artist needs. Hire rehearsal pianists and page turners as necessary.
- In coordination with Manager of Artist Services and Artistic Administrator, hire and supervise summer intern.
- Maintain detailed and up to date files on guest conductors and soloists.
- Other duties as assigned.

Position Requirements:

- Bachelors in related field desirable
- Orchestra or artist management experience desirable
- History of demonstrated reliability. Flexibility and mature presentation.

- Interpersonal communication skills, with the ability to work with diverse personalities.
- Ability to deal discreetly with artists, staff, and sensitive information.
- Ability to deal effectively with a large amount of detail.
- Proficiency in MS Office applications.
- Availability to work nights and weekends and overtime as required for concert and rehearsal coverage.
- Fluency in additional languages besides English desirable.
- Valid California Drivers License and good driving record. Current DMV printout of driving record required.
- Musical background desirable.

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.