

**The Los Angeles Philharmonic Association** is currently seeking an:  
**Artistic Planning Assistant**

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 Artistic Planning Assistant, reporting to the VP, Artistic Planning, provides administrative support to the COO and VP as well as serving as coordinator for diverse departmental projects.

**Position Elements:**

- Provide administrative support to Chief Operating Officer and VP, Artistic Planning including:
  - Maintain the calendar of COO and VP (coordinating appointments, luncheons, meetings, rehearsal/concert schedules, coordinate meeting agendas and oversee all arrangements for meetings)
  - Facilitate written and verbal, internal and external communications
  - Assess and prioritize issues that require the attention of the COO and VP as well as independently respond to issues that do not require the attention of the COO and VP.
  - Arrange for all COO and VP business travel and hotel arrangements
  - File, prepare and calculate business expenses
  - Perform general office duties including, but not limited to: placing, receiving, routing calls, handling incoming mail, filing, photocopying, faxing, and maintaining files and records
- Serve as coordinator for diverse departmental and interdepartmental projects and festivals.
  - Assist VP of Artistic Planning, Associate Director of Artistic Planning and Director of Humanities with program and artist research, scheduling auditions and other projects as necessary.
  - Coordinate visas for visiting guest soloists and conductors in consultation with the artistic planning and presentations departments.
  - Serve as artist liaison (including artist driving, concert duty, tickets) 2-3 times per week (evenings and weekends)
  - Review and update marketing and PR materials for accuracy
  - Provide administrative support for Associate Director of Artistic Planning and Director of Humanities as needed.
  - Coordinate artist entertaining and post-concert event schedule.
  - Maintain department records
  - Other duties as assigned

**Position Requirements:**

- Working knowledge of classical music and artists
- Experience as assistant to senior executive
- Ability to coordinate complex projects with many participants under strict time schedules
- Highly organized, detail oriented, ability to establish priorities, and flexibility to respond to changing requirements
- Computer proficiency with MS Word, Excel, and Power Point software programs
- Excellent written and verbal communication skills, professional phone manner
- Ability to work evenings and weekends
- Ability to work with diverse personalities
- Ability to maintain confidentiality, exercise good judgment, and maintain accurate follow-up

- College degree desired or equivalent experience

**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.