

The Los Angeles Philharmonic Association is currently seeking a: Assistant Manager, Special Events

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 Assistant Manager, Special Events reporting to the Director/Producer, Special Events, assists in running the production and implementation of the Philanthropy Department's special events, stewardship, and engagement activities. The annual calendar is comprised of 40+ donor events (such as Board of Directors meetings, Artist Salons, Friends of the LA Phil rehearsals, etc.) and two major fundraising events - Opening Night at the Hollywood Bowl and the Winter Gala for the Walt Disney Concert Hall.

Position Elements:

- Manage special events including two annual fundraisers, the Winter Gala and the Opening Night at the Hollywood Bowl, in addition to stewardship and engagement events for the Philanthropy Department throughout the year.
- Manage a donor portfolio of 20-50 past and prospective event participants with an annual goal to achieve and exceed.
- Oversight and detailed management of guest experience (check-in, parking, meal selection, etc.)
- Provide comprehensive support in the areas of marketing, research, strategic planning, and event execution.
- Establish and manage project timelines, meeting deadlines.
- Support the Special Events team in overseeing contracts, payment schedules, and correspondence for outside consultants and vendors associated with events including but not limited to, the event designer/producer, print designers, city permitting/forms consultant.
- Work closely with and negotiate with external vendors to coordinate goods and services for special events. Manage relationships and bidding process to ensure the best service and most efficient cost for goods and services.
- Create effective planning documents and manage night-of vendor and staff timelines.
- Work collaboratively and creatively to help expedite processes across departments relating to scheduling, space requests, musician/artist requests, procuring biographical materials, processing payments, and creating print materials.
- Assist the Board Liaison/Senior Gift Officer in the coordination of four Board Meetings and ancillary Board events.
- Oversee the gift acknowledgment process.
- With Director, Special Events:
 - Co-manage event budget, sales projections, and sales strategies.
 - Assist in providing analytical reports (ROI, performance, debrief, post-event etc.) and updates on special events as directed.
 - Oversee the design and coordinate the production of stationery, save-the-dates, and final invitation for all events.
 - Assist in the management of production meetings with staff, catering, décor providers, AV vendors, and the Philanthropy team at large.

- Work with all Executive and inter-departmental staff to assure proper Donor and VIP seating.
- Coordinate gala co-chair and committee planning meetings; create materials for meetings and planning purposes and attend meetings.
- Co-lead staff orientations/trainings for the two annual major fundraisers.
- Assist with other donor and fundraising event activities as assigned by the Director/Producer, Special Events.
- Staff other non-related Philanthropy department events as necessary throughout the year.
- Represent the organization in a positive and professional, customer service-oriented manner to the Board and all level of donors and patrons.
- Willingness to travel and work nights and weekends

Position Requirements:

- 3 or more years of progressive event or project management experience in comparably complex and high-visibility professional environment(s), preferably within the non-profit arts sector.
- Exceptional project management skills and ability to multi-task within strict timelines and budgetary constraints. Able to think critically and strategically to anticipate challenges and trouble-shoot.
- Excellent customer service and interpersonal skills. Experience working with or handling the special needs and expectations of Principal level donors and Celebrity VIP's. Ability to interact effectively and appropriately with these individuals as well vendors, caterers, and suppliers.
- Demonstrated leadership and supervisory skills with assigned staff and volunteer workers and ability to adhere to work within the policies and guidelines of the Association.
- Requires strong collaboration skills to work effectively across the organization and function consistently as a highly valued and high performing team player within the Philanthropy department and the company.
- Experience in print design, copy-editing, budgeting, and fundraising are strongly desired.
- Excellent communication skills with the ability to create and prepare
- Excellent proofreading skills.
- Experience with fundraising databases, such as Raiser's Edge, Tessitura, and other CRM/ticketing databases.
- Experience in Microsoft Office suite, Google suite, Zoom, Slack
- Ability to work independently under own direction and initiative
- Music background preferred; passion for the Association's mission is critical.
- 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.
- B.A. in the arts preferred or equivalent experience. Performing arts background preferred.
- 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.