

## **The Los Angeles Philharmonic Association is currently seeking a: Assistant, Office Services**

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, Office Services, reporting to the Manager, Office Services, is responsible for securing, coordinating, and maintaining office services in support of all LA Phil staff.

### **Position Elements:**

- Oversee operations of mailroom for all LA Phil – Walt Disney Concert Hall, Hollywood Bowl (including Camrose Offices and Blue Motel Ticketing Center), The Ford, Judith and Thomas L. Beckmen YOLA Center. Ensure mail is picked-up and distributed, renew yearly permits for Business Reply Mail and Address Correction Requested, renew permit and pay annual fees for Bulk Mail Permit at the General Mail Facility as well as renew and pay for P.O. Boxes at Hollywood Station and Alameda Station, replenish LAPA postage meters as necessary.
- Provide inter-office delivery of supplies, music materials and other equipment as requested.
- Deliver inventory of all office supplies, including letterhead, stationery, envelopes, printed forms, and business cards for LA Phil staff.
- Maintain coffee service and drinking water service with related supplies (coffee, tea, cups, etc.)
- Oversee operation, maintenance, and repairs of LA Phil's van, station wagon, and other vehicles as requested.

### **Position Requirements:**

- Previous experience in mailroom operations and purchasing preferred
- Ability to communicate and work effectively with all levels of Staff
- Familiar with Microsoft Word and Excel
- Detail oriented
- Mechanically inclined
- 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.