

LAPA JOB DESCRIPTION

Position: Assistant to the Music and Artistic Director

Department: Programming

FLSA Grade: Non-Exempt

Statement of the Job: This position provides a variety of support services for the Music and Artistic Director - logistical, artistic, and personal. The salary range for this position is 72,000 to 90,000.

Essential Functions:

- Acts as centralized point to collect, coordinate, and disseminate information about the Music and Artistic Director's activities in Los Angeles and with the LA Phil. Maintains schedule and coordinates all related details. Corresponds regularly with Music and Artistic Director's team and SVP, Programming to coordinate long-term schedule and provide information about Music and Artistic Director's activities.
- Coordinates with Public Relations, Marketing, and Philanthropy departments on media, PR, and personal appearance activities. Responds to requests for Music and Artistic Director's time and appearances.
- Coordinates with Learning on all YOLA and education rehearsals, concerts and events including the Music and Artistic Director.
- Sorts, reads, and prepares responses to mail and email messages. Composes and sends correspondence for the Music and Artistic Director. Maintains file of all correspondence. Responds to phone calls and messages. Relays messages to the Music and Artistic Director or refers to others as needed.
- Coordinates travel arrangements for the Music and Artistic Director and family, including air travel, hotel reservations, and ground transportation, including driving as necessary. Tracks LA Phil's contractual obligations regarding travel.
- Manages aspects of the Music and Artistic Director's personal business related to his time in Los Angeles.
- Provides personal support as requested, such as overseeing home maintenance and mail.
- Maintain detailed and up to date files on Music and Artistic Director's LA Phil and personal business.
- Assists Artist Servicing department as needed with management of guest artists, backstage hospitality and transportation. Manage all post-concert artist entertaining dinner reservations.
- Other duties as assigned.
- <https://www.laphil.com/about/la-phil/equity-diversity-and-inclusion>

Relationships

Reports To: Sr Vice President, Programming

Interacts With: Internal
Music and Artistic Director

CEO
Executive Team and Vice Presidents
Programming staff
Orchestra Management Department
Public Relations staff
Marketing staff
Philanthropy staff
Learning staff
Other LAPA staff as needed

External

Music and Artistic Director's Management and Press team

Requirements:

- Fluency in Spanish, both spoken and written, required.
- Comparable personal/executive assistant experience desirable; concierge experience helpful.
- Familiarity with orchestras, music education, and the entertainment industry desired.
- Ability to deal discreetly with artists, staff, and sensitive and confidential information is essential.
- Ability to work proactively, independently, and reliably on multiple projects under tight timelines and in a fast-paced environment.
- Ability to develop and sustain professional relationships and collaborate both internally and externally for the benefit of the organization.
- Strong attention to detail and accuracy.
- High level of reliability, flexibility, and maturity.
- Availability to work nights and weekends and overtime as required for concert and rehearsal coverage during Music and Artistic Director periods.
- Availability to travel, including international travel as needed.
- Valid California Drivers License and good driving record.
- Proficiency in MS Office applications.
- Regular and reliable attendance.

Updated 12/22

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, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, national origin, age, disability, marital status, gender identity, gender expression, veteran status, or any other basis prohibited under federal, state, or local law. The Association also provides reasonable accommodation for qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act.

