

## **The Los Angeles Philharmonic Association is currently seeking a: Associate Director, Learning**

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 Associate Director, Learning, reporting to the Vice President, Learning, is responsible for and leads the development of administrative and operational support for the department. The Associate Director, Learning ensures that all activities of the Learning Department are done in an effective and efficient manner. The Associate Director, Learning will also oversee the conception and creation of programs related to 'Learning', including but not be limited to: concerts for families and students at Walt Disney Concert Hall; programs for young composers; pre and post-concert lectures series.

The Associate Director, Learning works collaboratively with the Vice President, Learning and the Director, Beckmen YOLA Center to contribute to the development of long-term strategies for the Learning Department ensuring that the department's workflows are efficient and productive. They have a key role in managing administrative staff and keeping the department informed and trained in changes to organizational procedures. The Associate Director, Learning develops strategic plans for streamlining workflows, analyzing the Learning Department digital platforms, looking for ways to improve reporting and assessing the success of new operational initiatives.

The Associate Director, Learning must effectively manage and collaborate with multiple complex partnerships that involve internal staff and stakeholders, as well as external partners and stakeholders, including but not limited to: artistic planning, learning and community programs staff, LA Phil musicians, teaching artists, guest artists, music educators, community partners, school district and public officials with key responsibility for the following:

### **Position Elements:**

- **Operations:**
  - Negotiating contracts and agreement with Learning department vendors
  - Hiring and training administrative Learning staff
  - Delegating tasks to administrative staff and monitoring daily operations related to the Learning department
  - Developing policies that ensure effective and efficient interaction between administrative and site staff and other personnel, promoting and adjusting these policies as needed
  
  - Collaborating with the finance department to ensure deadlines and workflows are consistent with finance requirements
  - Organizing and researching the operational tools and infrastructure of the department to ensure workflows are streamlined
  - Support Learning Team with refining program budget templates, supporting the budget creation of Learning projects and annual programming, providing regular budget/financial analysis and appropriate reporting
  - Lead systems integration and data management operations, reporting, and development for the full Learning department,

- Create language and communications about learning programs for internal and external communications and marketing
- Research and support the implementation of workflow plans with staff and work collaboratively to adjust the structure of workflow plans for the department
- Manage department calendar as it pertains to workflows, staffing support and aligning the calendar to functional department needs for effective operations
- Collaborate on the creation of the annual YOLA National Symposium
- Program Creation and Development; Annually oversee the team that produces:
  - Elementary and secondary school and family concerts
  - Facilitates the vision and aesthetics of the LA Phil through its concerts for students and families
  - Guides the development of prep materials and activities surrounding education concerts
  - Sets tone and goals for young composer training programs and adult education
- **Staff Oversight**
  - Responsible for managing 1 full time staff and several part-time staff, including leading the hiring, review, and termination processes when necessary
  - Identify staff strengths and match them with appropriate project areas of programs
  - Build annual workflow plans with Learning operational staff providing monthly updates and adjustments
  - Motivate staff in this structure through creative assignments and delegation
- **Collaboration/Strategy**
  - Support developing key near and long-term strategic priorities for the Learning Department with Vice President, Learning and Director, Beckmen YOLA Center
  - Collaborate with Learning team in building approaches to project planning
  - Identify program areas within Learning to connect, share, and leverage resources
- Other duties as assigned which could include but are not limited to:
  - Assisting Learning staff as needed
  - Supporting organization-wide learning and community engagement initiatives & related communication
  - Pre-concert and concert duty

**Position Requirements:**

- A minimum of five years of professional experience in an arts organization working in the field of arts education with a 4-year undergraduate degree or equivalent experience required
- Strong understanding of orchestral repertoire, beginning instrumental curriculum, and youth development practices
- Strong operational and organizational skills
- Experience working with departmental systems infrastructure and reorganization
- Experience working in community settings with a track record of achieving shared goals and successful program execution with multiple stakeholders and agendas
- Experience in collaborative program design and development coupled with a successful track record of sustainable implementation and execution of large-scale projects
- Excellent verbal and written communication skills with demonstrable ability to effectively facilitate meetings, present publicly, and provide professional and appropriate business level written information
- Knowledge of orchestral music, ability to read scores, and experience working with orchestras

- Ability to work well on a team and in a high-pressure, multi-tasking environment
- Strong desktop computer skills (business professional level) and excellent time management and organizational skills
- Passion for and ability to work with diverse personalities and populations
- Knowledge of state or national learning standards a plus
- Local travel, as well as evening and weekend availability
- 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.