

The Los Angeles Philharmonic Association is currently seeking a:
Concert Manager, Presentations and Hollywood Bowl Orchestra

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 Concert Manager, reporting to the Director of Presentations, manages all aspects of concert production in alignment with the Association's mission of artistic excellence and innovation for all Presentations concerts at the Hollywood Bowl and the Walt Disney Concert Hall and all Hollywood Bowl Orchestra (HBO) services. Provide project support to VP of Presentations, Director of Presentations, and Program Manager Pops / Hollywood Bowl Orchestra Manager, as well as Principal Conductor, guest conductors and Personnel Manager of the Hollywood Bowl Orchestra as assigned.

Position Elements:

- Manage all aspects of production and the production process for all Presentations and HBO concerts (Jazz, World, Songbook, Weekend Spectaculars, Holiday, non-subs, etc.), including needs of Presentations guest artists, the HBO Principal Conductor, sets, costumes, choruses, choreographers, dance ensembles, lighting, props, rehearsal space, etc., in consultation with Bowl production staff. This will include scheduling and attending all rehearsal and concert services, as well as working some weekends and evenings, to be coordinated with Presentations Assistant and as approved by concert producer(s).
- Manage all marketing routings for artists' approvals in consultation with VP of Presentations, Director of Presentations, and Program Manager, Pops. Delegate artist marketing routing to Presentations Assistant and Production Coordinator as needed. Manage and coordinate approval of marketing materials for Presentations department concerts with artist representatives.
- Manage progress of all Presentations department contracts with Association Staff Attorney. Prepare artist settlements and settlement sheets with Accounts Payable department, including tax information, deductions, reimbursements and buyouts.
- Oversee coding and submission of invoices to PN3.
- Oversee and collaborate with Presentations Production Coordinator and Seasonal Production Assistants, specifically in:
 - Oversight of all advance planning including ticketing, travel and accommodations for guest artists, catering and ground transportation arrangements,

- Production management of all ground transportation systems and staff hiring for festivals and special projects (including Playboy Jazz Festival)
 - Hiring, training and managing Seasonal staff.
- Act as Line Producer for all Hollywood Bowl Orchestra concerts and Presentations' theatrical productions, concerts with film, dance productions, etc.
- Maintain management of relationships with outside producers and vendors.
- Support Manager HBO, as requested, in maintaining compliance with Hollywood Bowl Orchestra collective bargaining agreement, including scheduling and contract dissemination (if requested), communication to Local of contract compliance (attendance requirements, Tenure qualifications, etc.).
- Manage production and logistics of Hollywood Bowl Orchestra bookings outside regular Hollywood Bowl summer series, as needed, in coordination with Association Production staff.
- Provide assistance for all members of the Hollywood Bowl Orchestra including managing musicians' contracts for summer employment, and, as needed, answering questions with the goal of maintaining positive relationships with members.
- Assist in negotiation of Union contracts as required. Provide text and budgetary analysis of contract negotiations and administer details and obligations of contract as required in conjunction with Manager, HBO.
- Other duties and projects as assigned.

Position Requirements:

- B.A. in Theatre Arts, Music, Concert Production or related field of study or equivalent background and experience – including successfully training and managing entry level colleagues. Experience in interview and hiring process.
- Minimum three-years professional business administration experience with some supervisory experience.
- Must have professional experience in concert production – including, but not limited to rock/jazz/songbook concerts, orchestral concerts, ballet, opera, theatrical productions (Broadway musicals), film with orchestra etc. -- and ability to work effectively and collaboratively with artists, musicians, creative staff and production team/crew.
- Business professional level (exceptional) writing, emailing, verbal and interpersonal communication skills. Business professional level desktop computing skills (Microsoft Word, Excel, PowerPoint, etc.).
- Ability to meet deadlines in a timely manner, and to focus/multitask on many projects simultaneously
- Must be self-motivated, resourceful, and confident in managing project timelines, prioritizing tasks, following-up and execution.
- Must be able to take constructive criticism and direction from supervisors. Creative thinker with strong problem-solving skills.
- Business professional level understanding of accounting/financial/budgeting

processes.

- Must possess above average professional knowledge of music, artists and repertoire.
- Must be extremely detail oriented, adaptive, flexible and resilient with the ability to plan ahead for contingencies and respond quickly as needed.
- Can-do and positive attitude to foster a healthy working environment.
- Must be able available to work weekends and evenings for all rehearsals, performances and events.

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 successfully completed.

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.