

The Los Angeles Philharmonic Association is currently seeking a:
Coordinator, Artistic Planning and Humanities

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:

Oversee all contracting as they pertain to visiting soloists, conductors, composers, visiting orchestras, lecturers and curators. Assist with the project management and implementation of the full range of programming presented by the LA Philharmonic Association including orchestral programs and presentations at both Walt Disney Concert Hall and the Hollywood Bowl including galas, festivals, special projects, recitals, visiting orchestras, classical presentations, education and community programs and humanities.

Position Elements:

PROJECT MANAGEMENT:

- As assigned, manage, track and implement elements of artistic and humanities projects at Walt Disney Concert Hall and the Hollywood Bowl from inception to performance. Duties may include engaging artists and designers, budgeting and tracking spending, scheduling, contracting, and development and execution.
- Coordinate Dudamel Fellowship program including selection process, booking, and scheduling.
- Manage and oversee ancillary event requests from all departments including Development, Special Events, Education and Marketing. Liaise with Artist Servicing to ensure all requests fulfilled.
- Collaborate and communicate with appropriate staff members across departments, as well as external partners and vendors, to ensure timely and cost-effective completion of projects.
- Maintain excellent working relationship with variety of internal and external stakeholders.
- Serve on concert duty as assigned (2-3 times per week on evenings and weekends) for concert and project management support.
- Other duties as assigned.

CONTRACT MANAGEMENT:

- Manage and track artist performance and commission contracts in conjunction with Contracts Administrator including building and issuing contracts and amending contract riders.
- Disseminate necessary information from artist contracts, communicating artist/conductor program issues and special needs to relevant internal and external parties
- Work closely with production to coordinate artist participation in radio broadcasts and recordings.

Position Requirements:

- Bachelor's Degree in related field desirable.
- 3-5 years experience in orchestra or artist management or related field.
- Strong skills in project management, organization, information synthesis and problem-solving
- Proven contract management skills
- Ability to manage budgets and meet goals

- Strong written and verbal communication skills at professional levels both formally and informally
- Ability to develop and sustain professional relationships and collaborate internally and externally for the benefit of the organization
- Strong attention to detail with demonstrable ability to multi-task and execute plans effectively in fast paced environment
- Professional manager level desktop computing proficiency
- Regular and reliable attendance

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

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.