

The Los Angeles Philharmonic Association is currently seeking a: **Corporate Sponsorship Liaison**

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 Corporate Sponsorship Liaison, reporting to the Manager of Corporate Sponsorship, is an integral member of the Corporate Sponsorship team. The Liaison assists in the fulfillment of LA Phil's corporate sponsorship deliverables on-site at the Hollywood Bowl.

Applicant availability: May through October full-time plus evenings and weekends; after mid-October flex time as needed to complete Sponsor re-cap books.

Position Elements:

- Provide administrative support to the Corporate Sponsorship team, including sponsorship activation activities, special events, tickets, parking, and special requests made by corporate sponsors
- Deliver accurate copy for pre-concert announcements; print ads, electronic media acknowledgements, banners, logos, etc., to appropriate staff in Bowl Operations, Publicity, Marketing, and Publications Departments
- Assist with managing donated product, taking product request and procuring fulfillment
- Assist with processing sponsor invoices, receipts, fee transmittals, and other financial tracking as needed
- Compile materials for individual sponsorship re-cap books comprised of press releases, ad copy, programs, brochures, photographs, and other necessary material for presentation to each sponsor
- Other duties as assigned

Position Requirements:

- Excellent organizational skills; experience with sales and customer service a plus
- Exceptional interpersonal skills
- Superb written and verbal communication skills
- Positive, can-do attitude a must
- Detail oriented
- Professional demeanor
- Proficiency in Microsoft Office programs and overall computer operations.
- Ability to handle multiple tasks simultaneously and deliver projects accurately on time with minimal supervision
- Must be available to work evenings and weekends in addition to pre-and post-concert receptions
- Must have 24-hour access to reliable transportation
- Interest and/or background in a variety of music, the arts, and entertainment a plus
- Must be able to lift 40 lbs.

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.