

## **The Los Angeles Philharmonic Association is currently seeking a: Digital Content Coordinator**

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 Digital Content Coordinator, reporting to the Director, Digital, will support the digital and video production work in content updates across all digital platforms (website, app, social, video channels). A basic understanding of web technologies, content management systems, and video production is required. The role will require a very organized and proactive person.

### **Position Elements:**

- Update copy and assets for web, app and email content
- Assist in video production including pre-production (scheduling, shoot logistics, scripting/storyboarding) and post-production (editing, motion/gfx, coloring, sound mixing)
- Support shoots (camera operating, audio, grip work)
- Perform QA checks across browsers and devices on a regular basis
- Assists building season campaigns, maintains artist database, and updates marketing landing pages
- Track web change requests with internal and external resources
- Assists Digital team maintaining lists and inventory for content related to website and app development

### **Position Requirements:**

- 1 year experience working in an agency, film production or marketing-department environment
- Knowledge of Adobe suite (Premiere, AE, Photoshop), HTML/CSS
- Active on social-media platforms, with a keen eye for digital marketing and the technology behind it
- Impeccable attention to detail and highly organized
- Self-motivated and proactive
- Excellent communicator; both written and spoken
- Able to manage multiple projects simultaneously
- Responsible and capable of meeting tight deadlines
- Enjoy working in a collaborative environment
- Dedication 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 preferred

### **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.