

**The Los Angeles Philharmonic Association** is currently seeking an:

**Education Project Assistant**

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 Education Project Assistant, reporting to the Assistant Director, Social Innovation is responsible for supporting the work in the collaborative learning and social innovation areas within the LA Phil's education department. The Project Assistant supports the work of the Education Department Project Managers in the day to day operation of Education Programs, including administrative duties related to the four Youth Orchestra Los Angeles (YOLA) sites. This position will also assist in administration tasks across the department, working to support the Education Coordinator in streamlining department operations and communication.

This is an entry level opportunity for skilled individuals interested in building a career in arts and orchestral administration.

**Position Elements:**

- Communicating effectively in written and verbal form with key internal and external colleagues.
- Assisting in the creation and maintenance of schedules, databases/lists, and event production materials.
- Processing expense reports and invoices; working with Finance to pay individuals and organizations in a timely manner and assisting in tracking departmental expenses.
- Processing contracts for individuals and organizations with whom/which Education Department works, such as performing artists, teaching artists, LA Phil musicians, vendors, schools, youth orchestras, etc.
- Assisting in program documentation and evaluation.
- Preparing and proofreading communication pieces including presentations, newsletters, talking points, information for web and social media, and marketing pieces.
- Assisting in the support of staff and teaching artists at YOLA sites, including working on-site as needed at the four YOLA programs.
- Other duties as assigned.

**Position Requirements**

- Bachelors Degree required
- Experience in the field of arts administration preferred
- Professional experience in an arts organization working in the field of music education
- Professional proficiency in Microsoft Office Suite, including Excel and PowerPoint
- Access to transportation to and from YOLA sites across Los Angeles
- Excellent written and verbal communication skills
- Knowledge of orchestral music and music reading skills
- Works well in high-pressure, fast-paced corporate environment

- Able to work cooperatively in a small work space
- Positive attitude, flexible
- Experience working with teaching artists, parents, and young musicians preferred
- Ability to work with diverse personalities
- Reliable transportation to and from YOLA sites across Los Angeles
- Ability to work weekends and evenings as needed
- Spanish language proficiency preferred, not required

**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 you have submitted your application.

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.