

The Los Angeles Philharmonic Association is currently seeking an: Event Manager

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 Event Manager, reporting to the General Manager, is responsible for managing the planning, organizing and logistical interfacing of lease events, specifically between LN-HS and the Hollywood Bowl/Hollywood Bowl operations/development and other departments as required, as well as performing similar duties as needed for LA Philharmonic presented events at the Bowl and Walt Disney Concert Hall.

These duties include but are not limited to preparing event outlines event billing (in conjunction with the Director, production). Duties include all event coordination tasks after events are booked through their conclusion.

Position Elements:

- Effectively coordinate and advance all aspects of the events (except physical production setup) and provide information necessary to peers for the planning and staffing of all operations, ushers, security, medical, housekeeping, box office, parking, transit and other event related personnel.
- Disseminate the event information thoroughly to appropriate departments through direct communication via meetings, worksheets, walkthrough of the building and communication sheets.
- Work with Hollywood Bowl operations, contractors, and food service provider to ensure show requirements are addressed and met.
- Act as the primary contact to the client prior to and during events and be available to trouble shoot and address all issues and changes.
- Be able to effectively communicate facility's policies and procedures to clients and the public.
- Create forecasts for all events assigned and submit all expenses for settlement to LA Phil accounts for end of show settlement and season-end settlement in a timely manner.
- Fulfill all event post details, including event summary reports and monitor final billings including all rental expenses.
- Establish a positive working relationship with LiveNation-Hewitt Silva, vendors, staff and guests.
- Assist Box Office with technical and production requirements that impact sightlines and/or cause seating obstructions.
- Create and submit event floor plans as required for approval. Adhere to fire and safety guidelines when creating and/or revising maps.
- Provide a safe environment for client and general public by ensuring all requests are compliant with Bowl, state, city and county rules and regulations.
- Notify Associate Director of Operations of equipment in need of repair or replacement.
- Assist with capital projects as needed
- Work extended and/or irregular hours including nights, weekends and holidays, as needed.

- Work LA Philharmonic-presented concerts as needed.

Position Requirements:

- Bachelor's degree (B.A.) from four-year College or University; minimum of three years of experience and/or training in event planning and coordination.
- Ability to manage, monitor and coordinate multiple events simultaneously. Knowledge of planning and coordinating service requirements for entertainment, theatrical, industrial, educational and recreational events.
- 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.
- 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.