

**Position:** Creative Producer

**Department:** Artistic Planning

**FLSA STATUS:** Exempt

**Statement of Job:** The Creative Producer, reporting to the Director, Humanities, is responsible for the programming and administration of the Los Angeles Philharmonic’s Green Umbrella (new music) series at Walt Disney Concert Hall, as well as managing the implementation of humanities festivals and special projects, including but not limited to multi-disciplinary performances, lectures, visual art exhibitions and installations, live podcasts, and film screenings at LA Phil venues and spaces throughout the region.

**Essential Functions:**

- Manages and produces all aspects of complex artistic and humanities projects, including but not limited to new music and multi-disciplinary activities, visual art exhibitions and site-specific installations, and festivals, in collaboration with guest curators, community partners, and LA Phil colleagues across the programming and production teams
- In collaboration with the LA Phil Creative Chair, initiates and oversees programming of the Green Umbrella new music series, including commissions
- Serves as part of the LA Phil’s programming team, designing, researching, coordinating, and supporting cross-genre programming for festivals and special projects
- Contributes creative ideas for enhancing projects, events, and experiences through such pathways as community partnerships, innovative and site-specific event design, contextual and complementary programming, and digital initiatives
- Cultivates a broad-base of knowledge about the cultural scene in Los Angeles current trends in the arts and public discourse
- Contracts artists, creative teams, and vendors in collaboration with Legal Director, including issuing draft contracts, amending contract riders, and communicating necessary information to the Artist Services team
- Communicates artist and programming information and needs to all relevant internal parties, including Orchestra Management, Production, Library, Marketing and Communications, Finance, and Philanthropy to ensure timely and cost-effective completion of programming
- Coordinates with Marketing and Communications team on event ticketing, information-sharing, and messaging, ensuring that events are accurately represented in print, online, and in the press
- Maintains budgets for confirmed projects
- Manages the photo, audio, and video documentation of humanities events and special projects as needed
- Helps to prepare presentations and annual reports on Green Umbrella and humanities activities for internal and external audiences as needed

**JOB DESCRIPTION CONTINUED**  
**CREATIVE PRODUCER, LOS ANGELES PHILHARMONIC**

- Regularly assesses processes, procedures and outcomes of recent programming to ensure best practices. Conducts post-event review sessions to foster a culture of continuous improvement.
- Maintains excellent working relationship with a variety of internal and external stakeholders, nurturing strategic and equitable relationships
- Interacts with artists and creatives, including entertaining as needed
- Shares in senior concert duty responsibilities, including nights and weekends as needed
- Other duties as assigned

**Reports To:** Director of Humanities

**Relationships:** CEO  
Music and Artistic Director  
Chief Contact and Engagement Officer  
Guest conductors, soloists and visiting composers  
Artist managements and music publishers  
Creative Chair  
Staff conductors  
VPs of Programming  
VP of Learning  
Director of Ford Theater  
Production, Orchestra Management, Library and Learning  
Other LAPA departments

**Requirements:**

- A minimum of 3 years of experience as a concert producer and / or events manager at a cultural or education-based organization, including but not limited to orchestras, multidisciplinary arts presenters, museums, and colleges and universities
- Bachelor's degree or equivalent work experience in the arts, arts administration, events management, or humanities
- Extensive knowledge of living composers and new music artists
- Passion for a wide range of cultural expressions and experiences
- Superior project and event management skills
- Excellent written and verbal communication skill
- Demonstrated history of reliability and flexibility
- Excellent interpersonal communication skills, with the ability to work with diverse populations
- Proven negotiation and contract management skills
- Ability to manage budgets and meet goals
- Ability to work proactively, independently, and reliably on multiple projects under tight timelines and in a fast-paced environment
- Ability to develop and sustain professional relationships and collaborate both internally and externally for the benefit of the organization
- Strong attention to detail

**JOB DESCRIPTION CONTINUED**  
**CREATIVE PRODUCER, LOS ANGELES PHILHARMONIC**

- Fluency in all Microsoft suites components and remote working tools (Slack, Google, Zoom, etc.)
- Availability to work nights and weekends and overtime as required for event coverage
- 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
- Recent equity, diversity and inclusion training preferred
- Second language fluency is a plus
- Regular and reliable attendance

**An Equal Opportunity Employer**

It is the policy of the Los Angeles Philharmonic Association to provide all persons with equal employment opportunities without regard to race, color, religion, sex, national origin, disability, age, veteran or marital status or any other characteristic protected by federal, state, or local law.