

The Los Angeles Philharmonic Association is looking for a Learning Department Intern

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 Learning Intern, reporting to the Manager, YOLA will assist in many aspects of the LA Phil's Youth Orchestra LA (YOLA) program, and interface with other departments including Production and Artistic Planning. They will assist in special projects including the staging of YOLA National At Home, work leading up to the launch of the Judith and Thomas L. Beckmen YOLA Center, and other activities associated with the YOLA program as assigned.

Position Elements:

- Assist in the support of Learning Department staff and teaching artists at YOLA sites, including working on-site at each of three after-school YOLA sites for a portion of the internship
- Assist in the creation and maintenance of schedules, databases/lists, and event production materials
- Assist in program documentation and evaluation
- Assist in preparing and proofreading communication pieces including presentations, newsletters, talking points, information for web and social media, and marketing
- Assist in the planning and implementation efforts related to the Judith and Thomas L. Beckmen YOLA Center opening in Inglewood this year
- Assist in the support of Learning Department staff in the production of the YOLA National Symposium event, including working on-site during the 4-day event
- Other duties as assigned

Position Requirements:

- Must be highly organized, accurate and detail-oriented
- Must be reliable and dependable, as well as focused and self-motivated
- Knowledge of orchestral music and music reading skills
- Should possess strong oral and written communication skills
- Works well in a high-pressure, fast-paced corporate environment
- Able to work cooperatively in a shared work space
- Should be a team player with the ability to remain calm under pressure
- Must be computer literate (Word, Access, Excel, Outlook.)
- Should have an ambition to learn about music education
- Ability to maintain confidentiality and handle sensitive situations with excellent judgment and discretion
- Secondary language fluency preferred
- 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

This internship is sponsored by the Los Angeles County Board of Supervisors through the Los Angeles County Arts Commission. 132 undergraduate interns will participate in the program this year at 119 performing, presenting, and literary nonprofit arts organizations and municipal arts

agencies throughout LA County. In addition to their full-time 10 week paid internship, interns will participate in educational events as part of the program, which is funded by the Getty Foundation. The educational events are designed to provide interns with a broader perspective of the vibrant arts and cultural landscape of the County. For additional information on the Los Angeles County Arts Commission, the Arts Internship Program, and for a complete list of all the internships offered this summer, visit the Arts Commission website at www.lacountyarts.org.

How to apply:

Please email resume and cover letter to Human Resources at applicant@laphil.org with the subject line: Learning Department Intern.

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.