

The Los Angeles Philharmonic Association is currently seeking a: Manager, Artist Services

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 Manager of Artist Services, reporting to the Artistic Administrator, manages all logistics as they pertain to visiting artists, conductors, cover conductors, composers, visiting orchestras and ensembles. This role also manages the Artist Liaison and Drivers to ensure conditions necessary for successful rehearsals and performances and supports the Artistic Administrator and the Vice President, Artistic Planning. In addition, Manager, Artist Services supports Presentations artists and productions as assigned, including on-site concert support.

Position Elements:

- Manage schedules for all guest artists and choirs appearing with the Los Angeles Philharmonic Association, including LA Philharmonic subscription concerts, recitals, and Presentations productions at Walt Disney Concert Hall and the Hollywood Bowl.
- Manage all artist travel, flight, hotel, transportation and any additional arrangements including masterclasses, donor events, and CD signings.
- Manage part-time driving staff including hiring, training, organizing schedule and assisting with on call emergencies. Additionally, manage LAPA vehicle fleet by tracking vehicle maintenance schedule and renting additional vehicles as needed. Participate in artist transportation by driving LAPA vehicles as needed, ensuring safe and timely service.
- Manage and oversee ancillary event requests from all departments including Philanthropy, Special Events, Learning and Marketing. Track artist approvals and history of involvement.
- Attend to the needs of the Music and Artistic Director, conductors, cover conductors, soloists, composers, and Presentations artists during rehearsals and performances including maintaining backstage and dressing room areas and fulfilling all hospitality requests.
- Work with Artistic Administrator to establish budget for guest artists and then track and regularly report variances.
- Establish and maintain relationships with hotels, limousine companies, car rental companies, and other vendors. Work with VP, Artistic Planning, Artistic Administrator and the Corporate Partnerships team to identify new relationships and to oversee the use and budgeting of established accounts.
- Manage all paid and complimentary ticket requests for artists, managers, and Artistic and Presentations Department guests.
- Arrange for artists and visiting orchestras to receive contracted items (fees, expense checks, per diem, etc.).
- Participate in production meetings and collaborate with programming and production staff. Liaise between artists and production staff to confirm piano selections, rehearsal times and spaces and on-stage artist needs. Hire rehearsal pianists and page turners as necessary.
- Hire and supervise summer intern.
- Maintain detailed and up to date files on guest conductors and soloists.
- Other duties as assigned.

Position Requirements:

- A minimum of 3 years of experience in orchestra or artist management.
- Management experience desirable.
- Demonstrated history of reliability and flexibility.
- Excellent interpersonal communication skills, with the ability to work with diverse personalities.
- Ability to deal discreetly with artists, staff, and sensitive information.
- Ability to deal effectively with a large amount of detail.
- Proficiency in MS Office applications.
- Availability to work nights and weekends and overtime as required for concert and rehearsal coverage. Fluency in additional languages besides English preferred.
- Valid California Drivers License and good driving record.
- Musical background desirable.
- 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 is a plus

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.