

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

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 Manager of Artist Services, reporting to the Associate Director, Artistic Planning, manages all logistics as they pertain to visiting soloists, conductors, cover conductors, composers, visiting orchestras and ensembles. They also manage the Artist Liaison and Drivers to ensure conditions necessary for successful rehearsals and performances and supports the Associate Director and Director of Artistic Planning as needed.

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 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 Development, Special Events, Education and Marketing. Track artist approvals and history of involvement.
- Attend to the needs of the Music Director, conductors, cover conductors, soloists and composers 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 of Artistic Planning, Artistic Administrator and Corporate Sponsorship 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 Artist Department guests.
- Be "on call" to assist guest artists with various requests/problems at any time.
- Arrange for artists and visiting orchestras to receive contracted items (fees, expense checks, per diem, etc.).
- Participate in production meetings and collaborate with artistic 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:

- Bachelors Degree in related field desirable.
- 3-5 years experience in orchestra or artist management.
- Management experience desirable.
- History of demonstrated reliability. Flexibility and mature presentation.
- 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 desirable.
- Valid California Drivers License and good driving record. Current DMV printout of driving record required.
- Musical background desirable.

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

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.