

## **The Los Angeles Philharmonic Association is currently seeking a: Manager, Community Partnerships**

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, Community Partnership reporting to Director, The Ford, supports in the development and direction of manages cultural and community programs, primarily at The Ford. Provide project support to The Ford, Director and works side to side with The Ford, Concert Manager, and the Director of Humanities.

### **Position Elements:**

- Lead project design of community focus initiatives such as Community Residency, Stage Residencies and *FordLab* (formally Artists Partnership Program)
- Collaborate and support in the development of programs, research, and season design – with an emphasis on, but not limited to, local artist/art partner initiatives
- Preparing and collaborating on communications such as powerpoint presentations, , talking points, and information for web, social media, development, press, and marketing.
- Create measurable goals and benchmarks for Community Programs and report regularly on progress
- Track expenses community program budget including prepping P&Ls, invoice processing, Oversee coding and submission of invoices via LA Phil's Accounts Payable Software PN3
- Community partner stewardship:
  - Maintain relationships with Los Angeles artists, producers, presenters, and specific targeted cultural and community groups who wish to connect with the LA Phil through our venues and audiences.
  - Engage with artistic communities of Los Angeles by attending external shows/concerts, festivals, conferences, meetings, and other relevant events for artist discovery and research, industry and cultural identification, outreach, and development
  - Speaking publicly and act as brand ambassador for the Ford at select community meetings and events, ranging from community meetings to concerts and events.
- Administrative logistics for Community Residency, Stage Residencies and *FordLab* (formally Artists Partnership Program) - and other cultural and community programs, as applied
  - Maintain artist/partners database and lead annual recruitment
  - Manage application, review, and community selection process
  - Liaison between community partners and production department on all aspects of show production
  - Initiate contracts and manage progress and execution of contracts, in coordination with Association Staff Attorney and Paralegal
  - Lead the process of final show settlements with Accounts Payable department, including tax information/documents
  - Liaison with artist and Marketing/PR departments to track copy and artwork review and approval process.
  - Provide support for community partners by reviewing, and giving recommendation on final advance planning, ticketing, catering/hospitality, and ground transportation arrangements.
    - Work closely with Director of Humanities on auxiliary programming, exhibit and workshops opportunities with community partners across all venues.

- Work closely and collaborate with Ford House Manager, Seasonal Production Assistants, and
- Support Concert Manager (as needed) as Day of Line producer for LA Phil presented events.

**Position Requirements:**

- B.A. in Theatre Arts, Music, Concert Production or related field of study, or equivalent background and experience
- Minimum two years' professional experience in managing community programs and application-based initiatives.
- Minimum two years' experience direct/indirect production management (e.g., cultural presentations, pop/rock/jazz, ballet/dance, speakers, comedy, opera/theatrical productions, film screenings, artist workshops, etc.)
- Strong connection to the Los Angeles Community strongly desired with working knowledge of the Greater Los Angeles artistic and cultural landscape
- Demonstrated commitment to diversity, equity, and inclusion within the arts, as well as a commitment to engage in and promote an environment supporting diversity, equity, and inclusion
- Exceptional communication (written and verbal) and interpersonal skills
- Strong project management skills – detail oriented, self-motivated, resourceful; confident in managing project timelines, prioritizing tasks, following-up, and execution; ability to meet deadlines in a timely manner; ability to focus/multitask on many projects simultaneously
- Creative thinker with strong problem-solving skills
- Extremely adaptive, flexible, and resilient, with the ability to plan ahead for contingencies and respond quickly as needed
- Business professional level understanding of accounting/financial/budgeting processes (Microsoft Word, Excel, PowerPoint, etc.)
- Open to receiving constructive feedback and direction from supervisors
- Positive attitude to foster a healthy working environment
- Must be able 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 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.