

## **The Los Angeles Philharmonic Association is currently seeking a: Manager, Corporate 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 of Corporate Partnerships, reporting directly to the Director of Corporate Partnerships, supports Corporate revenue generation and manages operations and logistics associated with activations tied to all corporate sponsorships. As an integral member of the Corporate Partnerships team, the Manager plays a vital role in the development and maintenance of the LA Phil's corporate program.

### **Position Elements:**

- Assist in the definition of sponsorship scope and objectives, involving all relevant stakeholders and ensuring feasibility. Work closely with inter- and intra-departmental staff to ensure all contractually-agreed upon sponsorship elements are properly implemented and delivered in a timely fashion. Interface directly with sponsors and their representatives while providing a high level of customer service.
- Managing an annual fundraising portfolio of cash revenue and donated, in-kind goods and services.
- Drive day-to-day core project management to identify team activities, creating and meeting project deadlines, and keeping projects on track. Assesses program issues and areas of risk and developing mitigation plans to assist in decision making.
  - Creating detailed project timelines for all sponsorship deliverables including but not limited to the following: media projects, social media campaigns, venue screen management, website recognition, program integration, and ticket text.
- Manage high volume of tickets and parking passes annually.
- Work closely with facility concessionaires on sponsor product sales and associated onsite marketing.
- From start to finish, manage logistics pertaining to corporate sponsor activation activities for performances and events at the Hollywood Bowl, Walt Disney Concert Hall, the Ford, and Beckman YOLA Center. Use consultative approach to guide partners on best practices to execute activations. Work closely with Operations to vet all activation plans and production needs.
  - These activities include, but are not limited to: creating and managing a sponsor deliverables calendar, working with sponsors on hospitality, experiential marketing, private events, social media campaigns, and promotional activations.
  - Forklifts, delivery trucks, etc.
- Manage partner private events with select sponsors from planning to execution. Work closely with Hollywood Bowl F+W and Operations to identify event spaces, timing, food offerings, and other event logistics. Manage ticketing and parking for the event, including special VIP programs depending on guest needs.
- Serve as on-site point of contact, meeting sponsor activation teams and overseeing their set-up/tear down- ensuring needs are met for both sponsor and LA Phil. Accurately document on-site activation and sponsor recognition by taking photos and organize appropriately. Manage parking and security wristband lists for on-site ambassadors, agencies, etc.

- During Hollywood Bowl season act as liaison between LA Phil and Hollywood Bowl Operations department by maintaining all activation memos- communicating all activation needs at each concert at the Hollywood Bowl.
- Serve as primary point of contact for digital signage at the venues, including but not limited to spec review and confirmation, communication between Creative Services and sponsors on all applicable edits, screen asset management with Marketing Assistant and Hollywood Bowl screens vendor, nightly content review, and immediate course-correction as needed.
- Serve as private liaison to sponsors on ticketing fulfillment and special requests. Maintain and organize ticket and parking inventory for each season.
- Communicate effectively with team members, senior leaders, and the broader organization; keeping Director and key stakeholders informed of program status and escalating issues when they impact timeline, scope, quality or budget.
- Execute and tracks sponsor program logistics (e.g. meetings, action tracking, status updates, budgets, etc.)
- Understand critical path activities and anticipate steps that may bottleneck. Identify deviations from approved project plans and timelines and keeps the Director informed as to their nature and extent.
- Assist the Corporate Partnerships Department in inputting and analyzing data relating to all corporate sponsorship activities. Experience with a knowledge of Tessitura software is ideal.
- Organize and create compelling sponsorship recap books illustrating the ROI for each sponsor, highlighting their sponsorship at Hollywood Bowl, Walt Disney Concert Hall, and The Ford. Work with marketing department to collect materials for recap book.
- Provide ideas as well as opportunities to assist and enhance sponsorship sales. Work with team to develop proposals that speaks to the client's needs, concerns, and objectives. Conduct research to identify industry trends.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Manage joint partnership payment dashboard for Finance, Philanthropy Operations and Corporate Partnerships.
- Assist in the development of new content to support Corporate Sponsorships, including, but not limited to: proposals, sizzle reels, and web/social campaigns.
- Manage internal donated product requests and inventory. Examples include donated beverage product, donated cruises, artist vehicles, airline miles, and rideshare vouchers.
- Work with the Director of Corporate Partnerships on other duties and responsibilities as assigned.

**Position Requirements:**

- Bachelor's Degree required
- A minimum of 3 years' experience working in marketing, event management, or strategic partnerships. Music industry background a plus.
- Excellent computer skills and professional proficiency in Microsoft Office Suite.
- Comfortable dealing and interacting with diverse stakeholders including, but not limited to, corporate sponsor executives, advertising and marketing agency representatives, LA Phil staff.
- Ability to provide a high level of customer service and maintain a positive attitude.
- Excellent communication skills, both verbal and written
- In a fast-paced, ever-changing environment, must have the ability to effectively multi-task, pivot effectively between projects, maintain strong attention to detail, is goal oriented and

must meet deadlines.

- Flexibility and ability to work individually as well as part of a team; excellent administrative, organizational and self time management skills
- Must be motivated, pro-active and a self starter
- Ability to work nights, weekends, and holidays particularly during June through September
- Ability to lift up to 50 lbs
- 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 preferred

### **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.